

It is expected that a quorum of the Personnel Committee, Board of Public Works, Plan Commission and Administration Committee will be attending this meeting; although it is not expected that any official action of any of those bodies will be taken.

CITY OF MENASHA
Common Council
City Hall-140 Main St.-Council Chambers-3rd Floor
October 15, 2007

7:00 PM

AGENDA

 [← Back](#)  [Print](#)

1. CALL TO ORDER

A. Call to Order

2. PLEDGE OF ALLEGIANCE

A. Pledge of Allegiance

3. ROLL CALL/EXCUSED ABSENCES

A. Roll Call

4. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. Common Council, 10/1/07

☐
[Attachments](#)

Minutes to receive:

B. Administration Committee, 10/1/07

☐
[Attachments](#)

C. Board of Public Works, 10/1/07

☐
[Attachments](#)

D. City Hall Safety Committee, 9/5/07

☐
[Attachments](#)

E. Police Safety Committee, 7/19/07

☐
[Attachments](#)

F. Public Works and Parks Safety Committee Meeting, 8/28/07

☐
[Attachments](#)

G. IT Steering Committee, 8/15/07

☐
[Attachments](#)

H. Library Board, 9/20/07

☐
[Attachments](#)

I. Public Library Long Range Planning Committee, 9/19/07

☐
[Attachments](#)

J. Parks and Recreation Board, 9/10/07

☐
[Attachments](#)

K. Personnel Committee, 4/17/07

☐

[Attachments](#)

L. Plan Commission, 9/25/07

☐

[Attachments](#)

Communications:

1. CA/HRD Brandt, 10/11/07; Joint Closed Session of the Neenah and Menasha Common Councils

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[Attachments](#)

2. IT Dept., 10/11/07; City of Menasha Employee ID Badge Photo

☐

[Attachments](#)

3. CA/HRD Brandt, 10/11/07; Vacation dates

☐

[Attachments](#)

4. Mayor Laux, 10/11/07; News Record article, "Nature's Way offers affordable housing options"

☐

[Attachments](#)

5. Mayor Laux, 10/11/07; News Record article regarding Lakeview Credit Union, "Ready for fourth site"

☐

[Attachments](#)

6. Mayor Laux, 10/11/07; News Record article, "Trestle Trail wins national award"

☐

[Attachments](#)

7. Mayor Laux, 10/11/07; News Record article, "Menasha gift shop Accent Floral fulfills life dream"

☐

[Attachments](#)

8. Mayor Laux to Ald. Taylor, 10/10/07; Email regarding Ald. Taylor's request for update on Steam Utility Project

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[Attachments](#)

9. Mayor Laux, 10/11/07; Email between Ald. Hendricks and CDD Keil regarding 81and 87 Racine St. and 504 Broad St.

☐

[Attachments](#)

10. CA/HRD Brandt, 10/10/07; Racine Street Landscape and Parking Design memo

☐

[Attachments](#)

11. Parks and Recreation Board, 10/9/07; Thank you letters for donations to Isle of Valor Memorial Plaza and Bridge

☐

[Attachments](#)

12. Mayor Laux, 10/11/07; News Record Viewpoint "Menasha's 'Black eye' is not deserved" by Ald. Pack

☐

[Attachments](#)

5. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A. Public comments on any matter of concern to the city

6. APPOINTMENTS

A. Mayor's Reappointment to the Parks and Recreation Board:

1. George Korth, 734 Pleasant Ln, Menasha, for the term of October 1, 2007 to October 1, 2010

7. CLAIMS AGAINST THE CITY

A. None

8. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. Presentation of AASHTO 2007 Legacy Award to the City of Menasha for the Trestle Trail (presented by Matt Hallada- WisDot)

9. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission:

1. 10/9/07; Recommends approval of the Brighton Drive Certified Survey Map ☐ [Attachments](#)

B. Administration Committee:

1. Agreement for Administrative Services with Marshall and Ilsley Trust Company, Jan. 1, 2008-Dec. 31, 2009, and authorize signature ☐ [Attachments](#)
2. State of Wisconsin Dept. of Natural Resources Asbestos Compliance Inspection Contract Agreement, July 1, 2007 - June 30, 2008, and authorize signature ☐ [Attachments](#)
3. Joint Powers Agreement, Winnebago County 911 Emergency System, Dec. 1, 2007-Nov. 30, 2008, and authorize signature ☐ [Attachments](#)
4. License: "Class A" application of Kwik Trip, Inc., Michelle Wucki, Agent, for the premises at 1870 Highway 10/114, for the 2007-2008 licensing year ☐ [Attachments](#)
5. Approval of Declaration of Official Intent to advance funds, Lake Park Villas storm water retention pond ☐ [Attachments](#)
6. Accounts payable and payroll for 10/4/07 - 10/11/07 in the amount of \$564,264.89 ☐ [Attachments](#)

C. Board of Public Works:

1. Change Order - Argo Contracting, Inc.; Water Treatment Plant Modifications; Contract Unit No. M002-940266.06; DEDUCT: \$18,249.80 (Change Order No. 1) ☐ [Attachments](#)
2. Change Order - Quality Concrete and Excavating, Inc.; Sidewalk Reconstruction; Contract Unit No. 2007-02; ADD: \$1,601.50 (Change Order No. 1) ☐ [Attachments](#)
3. Change Order - CD Smith Construction, Inc.; Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; ADD: \$20,263.00 (Change Order No. 11) ☐ [Attachments](#)
4. Payment - Quality Concrete and Excavating, Inc.; Concrete Sidewalk Reconstruction; Contract Unit No. 2007-02; \$53,489.20 (Payment No. 1 and Final) ☐ [Attachments](#)
5. Payment - Badger Highways, Inc.; Kaukauna Street/High Street Rehabilitation - Pulverize/Resurface Asphalt Pavement; Contract Unit No. 2007-01; \$64,985.26 (Payment No. 2) ☐ [Attachments](#)
6. Recommendation to Award J and E Construction; Contract Unit No. 2007-03; Lake Park Villas Stormwater Pond; \$145,291.30 ☐ [Attachments](#)
7. Traffic Study Report Regarding Request for Yield Signs at Intersection of Marquette and Elizabeth Streets ☐ [Attachments](#)

D. Personnel Committee:

1. 10/15/07; Recommends approval to accept Vision Insurance Plan of America 3 year renewal ☐ [Attachments](#)

10. HELD OVER BUSINESS

- A. Approval of the Racine Street landscape and parking design (Held 10/1/07) ☐ [Attachments](#)
- B. The sale of the Racine Street parking lot to a private entity
- C. Proposal of Wolfrath's Nursery for the purchase, delivery and planting of 24 trees in the Province Terrace area not to exceed \$3,485 (TIF #9) ☐ [Attachments](#)

11. COUNCIL DIRECTIVES

- A. CDD Keil- Lake Park Villa's Commercial Lots (Ald. Hendricks) ☐ [Attachments](#)
 - B. PWD Radtke - Status of mud jacking sidewalks for the year (Ald. Hendricks)
 - C. PWD Radtke - Update on video services in the Council Chambers (Ald. Wisneski) ☐ [Attachments](#)
 - D. PWD Radtke - Status of traffice study/info for possible Yield sign at Elizabeth and Marquette Streets (Ald. Hendricks)
 - E. PWD Radtke - Update on new light poles installed on Province Terrace and Province Link (Ald. Hendricks)
 - F. PWD Radtke - Progress of Stormwater Utility plan (Ald. Merkes) ☐ [Attachments](#)
 - G. PWD Radtke - Update on STH 114-Third St. reconstruction schedule (Ald. Merkes) ☐ [Attachments](#)
 - H. PRD Tungate - progress in implementation of recommendations from August "Park Issues" meetings (Ald. Merkes)
 - I. MU GM Young - Inlet pipe at Brighton Drive (Ald. Hendricks) ☐ [Attachments](#)
12. **CITIZEN REPRISE** (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)
- A. Public comments on matters pertaining to the agenda
13. **ADJOURNMENT**
- A. Adjournment

MEETING NOTICE: Monday, November 5, 2007 Common Council - 7:00 PM

Administration Committee - To Be Determined
Board of Public Works - To Be Determined

"Menasha is committed to its diverse population. Our Non-English speaking population or those with disabilities are invited to contact the Clerk's office at 967-3600 at least 24-hours in advance of the meeting so special accommodations can be made."

CITY OF MENASHA
Common Council
City Hall-140 Main St.-Council Chambers-3rd Floor
October 1, 2007
MINUTES

I. CALL TO ORDER

- A. Meeting Called to Order by Mayor Laux at 7:04 p.m .

II. PLEDGE OF ALLEGIANCE

- A. Pledge of Allegiance

III. ROLL CALL/EXCUSED ABSENCES

- A. PRESENT: Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski.
ALSO PRESENT: Mayor Laux, PC Stanke, DFC DeLeeuw, DPW Radtke CDD Keil,
C/T Stoffel, PRD Tungate, Clerk Galeazzi and the Press.
DEPT HEADS EXCUSED: CA/HRD Brandt, PHD Nett

IV. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

- A. Common Council, 9/17/07

Moved by Ald. Michalkiewicz, seconded by Ald. Eckstein to approve minutes.
Motion carried on voice vote.

Minutes to receive:

- B. Administration Committee, 9/17/07
C. Board of Public Works, 9/17/07
D. Board of Health, 6/13/07
E. Public Hearing, 9/17/07
F. NM Fire Rescue, 9/25/07; Finance and Personnel Committee
G. Plan Commission, 9/25/07

Communications:

1. Memo from Menasha Utility Commission, 9/27/07; Steam Plant Work-Out Plan
2. PC Stanke, 9/14/07; Travel Calumet Newsletter
3. Fox Cities Chamber to Mayor Laux, 9/12/07; Chamber Membership Dues
4. CA/HRD Brandt, 9/27/07; October 1, 2007 Meeting
5. Alderman Hendricks to PRD Tungate; Park Supt. Huss, 9/18/07; Thank you-Jefferson Park
6. Legislative Committee, 8/27/07; Winnebago County
7. Menasha Utilities, 9/07; Water Treatment Plant Modifications monthly construction report
8. North Star Asset Management, 9/26/07; proposed Green Space Plan for the former 81 and 87 Racine Street
9. WisDOT to PWD Radtke, 9/14/07; Daytime Remote Operations of the Tayco Street Bridge

Moved by Ald. Michalkiewicz, seconded by Ald. Eckstein to approve Minutes to Receive B-G and Communications 1-9

Discussion: Ald. Merkes, Comm. #1, should be listed as Memo from Menasha Utility Comm.
Motion carried on voice vote.

V. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A. Public Comments on any matter of concern to the City

1. Micki Coenen, 901 Seventh Street. Police Dept. budget; crime issues.
2. Jeff Riedl, 408 Appleton Street. Crime issues.

VI. APPOINTMENTS

A. None

VII. CLAIMS AGAINST THE CITY

A. None

VIII. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. None

IX. REPORT OF COMMITTEES/BOARDS/COMMISSIONS

A. Plan Commission:

1. 9/25/07; Recommends approval of the Racine Street landscape and parking design
No Action.
2. 9/25/07; Recommends approval of the sale of the Racine Street parking lot to a private entity
No Action.
3. 9/25/07; Recommends approval of changes to 13-1-17 Transitional Area Requirements
No Action.
4. 9/25/07; Recommends approval of the installation of trees along Province Terrace right-of-way from city-owned property to Midway Road as part of the street tree program

Moved by Ald. Chase, seconded by Ald. Wisneski to approve and to authorize Community Development Dept. and Parks Dept. to spend up to \$10,000.

Discussion.

Motion failed on roll 1-7. Ald. Chase – yes.

Ald. Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz – no.

B. Administration Committee:

1. Accounts payable and payroll for 9/20/07 - 9/27/07 in the amount of \$761,373.41

Moved by Ald. Wisneski, seconded by Ald. Eckstein to approve.

Motion carried on roll call 8-0.

C. Board of Public Works:

1. Payment - Badger Highways, Inc.; Kaukauna Street/High Street, Street Rehabilitation - Pulverize/Resurface Asphalt Pavement; Contract Unit No. 2007-01; \$13,278.44 (Payment No. 1)

Moved by Ald. Pack, seconded by Ald. Taylor to approve.

Motion carried on roll call 8-0.

E. NEENAH-MENASHA FIRE RESCUE:

1. Finance and Personnel Committee, 9/25/07; Recommends approval of the purchase of five (5) Panasonic Toughbooks from Baycom, Inc. for a cost not to exceed \$19,415.00 (\$11,784.90 City of Neenah's share and \$7,630.10 City of Menasha's share)

Moved by Ald. Wisneski, seconded by Ald. Pack to approve.

Discussion

Motion carried on roll call 8-0.

2. Finance and Personnel Committee, 9/25/07; Recommends approval of the purchase of rescue/vehicle extrication equipment from Fire Rescue Supply, LLC for a cost not to exceed \$29,661.00 (\$18,004.23 City of Neenah's share and \$11,656.77 City of Menasha's share)

Moved by Ald. Wisneski, seconded by Ald. Michalkiewicz, to approve.

Discussion

Motion carried on roll call 8-0.

X. ORDINANCES AND RESOLUTIONS

- A. O-28-07 - An Ordinance Relating to Transitional Area Requirements

Moved by Ald. Merkes, seconded by Ald. Taylor to adopt O-28-07

Motion carried on roll call 8-0.

XI. HELD OVER BUSINESS

- A. Proposal of Wolfrath's Nursery for the purchase, delivery and planting of 24 trees in the Province Terrace area not to exceed \$3,485 (TIF #9) (Held 9/17/07)
No Action.

XII. COUNCIL DIRECTIVES

- A. DPW Radtke - Update on video and audio services in the Council Chambers (Ald. Wisneski)

DPW Radtke is in the process of contacting other municipalities to see what type of video equipment they use. He'll report back to the Council.

Moved by Ald. Pack, seconded by Ald. Wisneski to approve Item IX. A2, Plan Commission Recommends approval of the sale of the Racine Street parking lot to a private entity.

Discussion.

Ald. Taylor - Point of Order – can not revisit previous items.

Mayor Laux - Point of Order not well taken.

Moved by Ald. Merkes, seconded by Ald. Hendricks to hold Item IX. A2.

XIII. CITIZEN REPRISAL (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)

- A. Public Comments on matters pertaining to the agenda

1. Stan Sevenich, 645 9th Street. Plan Commission recommendations.
2. Jerry Wittmann, 1290 Fieldview Drive. Approving O-28-07
3. Mary Ann Mulvey, 274 Misty Meadows. Province Terrace tree issue.
4. Dr. Vern Larsen, 59 Racine Street. Racine Street parking lot.

XIV. ADJOURNMENT

- A. Moved by Ald. Michalkiewicz, seconded by Ald. Eckstein to adjourn at 8:03 p.m. .
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
Administration Committee
140 Main Street, 3rd Floor Council Chambers
October 1, 2007
MINUTES

I. CALL TO ORDER

- A. Meeting Called to Order by Chairman Wisneski at 6:32 p.m.

II. ROLL CALL/EXCUSED ABSENCES

- A. PRESENT: Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski.
ALSO PRESENT: Mayor Laux, PC Stanke, DFC DeLeeuw, DPW Radtke, CDD Keil,
C/T Stoffel, Clerk Galeazzi, and the Press.

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

- A. Administration Committee Minutes, 9/17/07

Moved by Ald. Pack, seconded by Ald. Eckstein to approve minutes.
Motion carried on voice vote.

IV. DISCUSSION

- A. O-28-07 An Ordinance Relating to Transitional Area Requirements

CDD Keil reported staff did extended research of other codes on transitional area requirements. They have come up with changes that will be most effective for the whole City. This will effect commercial/industrial areas that are adjacent to residential areas. The intent is to achieve a 75% screening within five years of being planted. The ordinance included specific plant types and materials that will be followed when a site plan is presented to Plan Commission.

- B. Accounts payable and payroll for 9/20/07-9/27/07 for the amount of \$761,373.41.

Ck. #14117-Badger Highways-\$17,176.08 – paving of streets around Calder Stadium
Ck. #14146-Leaning Shop-\$52.50 – puzzles for Tiny Tot program.

V. ADJOURNMENT

- A. Moved by Ald. Michalkiewicz, seconded by Ald. Pack to adjourn at 6:40 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
Board of Public Works
Third Floor Council Chambers, 140 Main Street, Menasha
October 1, 2007
MINUTES

I. CALL TO ORDER

- A. Meeting called to order by Chairman Pack at 6:45 p.m.

II. ROLL CALL/EXCUSED ABSENCES

- A. PRESENT: Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Merkes, Taylor, Wisneski.
ALSO PRESENT: Mayor Laux, PC Stanke, DFC DeLeeuw, DPW Radtke, CDD Keil,
C/T Stoffel, Clerk Galeazzi, and the Press.

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

- A. September 17, 2007

Moved by Ald. Michalkiewicz, seconded by Ald. Eckstein to approve minutes.
Motion carried on voice vote.

IV. DISCUSSION

- A. Payment - Badger Highways, Inc.; Kaukauna Street/High Street, Street Rehabilitation -
Pulverize/Resurface Asphalt Pavement; Contract Unit No. 2007-01; \$13,278.44;
(Payment No. 1)

DPW Radtke reported this is part of the Local Roads Improvement Grants and the contractor is doing all the work. In this case, there would be little savings having the street crews do the paving due to the extremely low bid prices for asphalt paving.

V. ADJOURNMENT

- A. Moved by Ald. Taylor, seconded by Ald. Michalkiewicz to adjourn at 6:47 p.m.
Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi, City Clerk



**City Hall Safety Committee
Minutes
September 5, 2007**

Meeting called to order at 1:15 PM

Present: Todd Drew, Tom Stoffel, Tasha Saecher, Sylvia Bull, Peggy Murphy

Absent: Kristi Heim, Adam Alix, Jeff Brandt, Brian Tungate, Sue Nett

A. Motion to approve minutes from August 1, 2007 meeting made by Tom Stoffel and seconded by Sylvia Bull. Motion carried.

B. Held over Business

1. City Hall Emergency Operations and Evacuation Plan still being revised and re-typed to reflect changes made from previous meeting
2. Employee ID's – goal is to have completed this fall and machinery to make ID's purchased

C. New Business

1. Request made from Tom Stoffel to check if training documents and dates received from RW Management for City Hall Employees.
2. No injuries reported for review.
3. September safety topic on "Road Rage" was distributed and discussed
4. Informed of 2008 safety meeting dates being the first Wednesday of the month with the exception of the first meeting of the year being January 9th (instead of January 2nd due to being so close to the holiday). Same time and same room reserved for 2008.

D. Training

1. Training dates of November 14th and 15th picked for sexual harassment training for all city employees and lifting guidelines mainly for the Public Works Department. Ergonomics discussed as another training option but Sylvia Bull stated no one attended last time this was a scheduled training session.

E. Next Meeting – October 3, 2007

Meeting adjourned at 2:05 PM



Police Safety Committee
Minutes
July 19, 2007

Meeting called to order at 2:30PM.

Present: Mark Mauthe, Mike Brunn, Bev Sawyer, Chuck Sahr, Peggy Murphy, Sue Nett

Excused: Aaron Zemlock, David Jagla

- A. Motion to approve minutes from May 17, 2007 meeting made by M. Brunn and seconded by M. Mauthe. Motion carried.
- B. Held over Business
 - 1. Bev Sawyer will be the 1035B representative on this committee.
- C. New Business
 - 1. June safety topic (Safety is a Race We Can Win) and July safety topic (Are You Feeling Lucky) distributed. C. Sahr asked if these could be gotten electronically. S. Nett will check.
 - 2. There was one minor injury to review. Employee shut vehicle door on finger when leaving vehicle to do house check. Injury was reviewed with employee.
 - 3. Worker's compensation information from CIVMIC on cause of loss the past five years reviewed. C. Sahr requested the cause of injury by department which would help in planning for trainings to prevent future injuries. S. Nett to contact B. Stenz from CIVMIC to see if this is possible.
 - 4. City of Menasha Workers Compensation \$ totals by year for past 5 years (info from CIVMIC) reviewed.
 - 5. Respiratory fit testing for SWAT team members reviewed. C. Sahr questioned if this needed to be mandatory as the only time respiratory protection is used is when they have to use pepper spray (OC) and there was no hazard to human health with this other than being an irritant. S. Nett will assess this further and bring information back for discussion at next meeting.
 - 6. Emergency Operation and Evacuation Plan for the Safety Building handed out. Committee members asked to review plan prior to the next meeting so appropriate revisions can be made. Once plan is revised, evacuation drills will be planned.
- D. Training
 - P. Murphy reviewed necessary current annual training specific to the police department.
- E. Meeting adjourned at 3:20 PM. Next meeting August 16, 2007.



**Public Works and Parks Safety Committee Meeting
August 28, 2007
Minutes**

Present: Bob Huss, Jeff Nieland, Corey Gordon, Matt Schultz, Ken Popelka, Tim Jacobson, Brian Tungate, Jim Julius, Todd Drew, Peggy Murphy, Sue Nett

Absent: Mark Radtke, Jeff Brandt, Adam Alix

Meeting called to order at 9:05 AM

A. Motion to approve minutes from July 24, 2007 meeting made by C. Gordon and seconded by B. Huss. Motion carried.

B. Old Business

1. Emergency Operations and Evacuation Plan Appendix C reviewed regarding building evacuation. This appendix needs to include a section for those employees who are working away from the building. S. Nett contacted Bruce Stenz from CVMIC to see if there was a policy already written to cover employees out in the field. CVMIC doesn't have a policy but his suggestion was to follow the guidelines distributed by NOAA on severe weather safety. Appendix F (Hazardous Chemical Spill Clean-Up) was revised by T. Drew. A draft was distributed and discussed. T. Drew to make revisions as recommended.
2. CPR recertification was discussed as to what will be done for those employees who have American Heart certification which is a 2 yr. certification. Health Department instructors are Red Cross certified and therefore follow the annual recertification required by the Red Cross. It was decided all employees will recertify annually.
3. Street Work Construction Zone Safety was discussed. S. Nett was in contact with Mike Brunn from the Menasha Police Department. He indicated they do not have the staff to sit and monitor for violations in a work construction zone. He suggested that if someone is observed violating safety in a work construction zone, that the license plate number be gotten and given with a complaint to the P.D. Committee members would like random P.D.

appearances at the site i.e. occasional drive-by. S. Nett to forward this recommendation to M. Brunn.

C. New Business

1. The August safety topic was distributed (Bus safety – Stopping for Flashing Red Lites). Menasha Schools do have buses that pick up students in the city.
2. No injuries to review.
3. Employees ID's will be updated for everyone within the next two months.
4. The Worksite Observation Report from July 25, 2007 by CVMIC was reviewed. While there were many safe acts observed, there were areas noted for improvement. These included seat belt use and use of eye protection. S. Nett requested the report be shared with all PWF and Parks employees highlighting what has been done safely and discussing what needs to improve.
5. A brief discussion was held regarding the procedure to be used when a mercury vapor light breaks and a mercury spill needs to be safely abated.

D. Training

November 14 and 15 were selected for training dates. Safe Lifting techniques to be included with hands on practice using various training stations set up in the PWF.

E. Meeting adjourned at 10:15 AM. Next meeting September 25, 2007.

2008 meeting dates: 1-22, 2-26, 3-25, 4-22, 5-27, 6-24, 7-22, 8-26, 9-23, 10-28, 11-25, 12-16.

All are scheduled for 9AM in the Gegan Room at the Library.

Submitted by

CITY OF MENASHA
IT Steering Committee
Gegan Room, Menasha Public Library
August 15, 2007

MINUTES

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1. CALL TO ORDER

A.

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski

Members present: CHAIRMAN Wisneski, AP Beckendorf, CA/PD Brandt, COMP Stoffel, ITMgr Lacey and PL Brunn

Members excused: DPW Radtke

Also present: Mayor Laux, ITSupv James and Mr. Jeff Riedl

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Approval of minutes of July 18, 2007 IT Steering Committee meeting](#)

Moved by ITMgr Lacey seconded by: Lt Brunn to Approve To approve minutes of July 18, 2007 IT Steering Committee meeting

Motion Passed

Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Committee monthly update on status of projects/operations/costs](#)

ITMgr Lacey reviewed the monthly bar graph report. Obsolete computers were picked up by the Department of Corrections. All old hard drives and any other usable parts were first removed from the units before being released to the Department of Corrections. ITSupv James gave a verbal report on the use of eBay for sale of obsolete City property. ITMgr Lacey explained what the sneakernet project was to CA/PD Brandt.

4. ACTION ITEMS

A. [Committee discussion on using streaming video of Council meetings](#)

ITMgr Lacey distributed quotes he had received for putting Common Council meetings on streaming video. The cameras and additional equipment would cost \$20,000 and the cable that would have to be strung to Heartland, our website host, would be approximately \$50,000. There would be a very limited audience for this service because most home internet connections do not have the bandwidth available to accomodate streaming video. Mr. Riedl explained that this was not what he was requesting. He was looking for some way of archiving previous Council meetings so they could be accessed via the internet. This could be accomplished with a Storage Area Network (SAN) and a media server. ITMgr Lacey did not understand that to be the request nor did CHAIRMAN Wisneski. ITMgr Lacey would have to come back to the Committee with what that might cost, but it would be less than the numbers previously discussed. MAYOR Laux explained how the meetings

are taped and the turnaround time for the actual tapes. MAYOR Laux also noted that other communities tape only the Common Council meeting, not committee meetings. He has also seen at least one community which indexes the taped meeting to the agenda so people could go directly to the area of interest and not have to view the tape prior to their area of interest. This would be in a DVD format. The Council meetings need to be in more than just one format so they are accessible to all who would like to review them. The question was asked if the City should own its own equipment for doing this taping and editing. ITMgr Lacey was asked to research the cost of robotic cameras and how the tape might be available at City hall quicker. Mr. Riedl left the meeting.

B. [Committee update and discussion of NOVUS AGENDA software](#)

ITSupv James gave an update on the status of the NOVUS AGENDA upgrade. It is now supposed to be happening in late August or early September. It was the consensus of the Committee that the review of the upgrade should now be done at the October IT Steering Committee meeting to allow staff to become acquainted with the new software.

C. [Committee discussion on improvements to City website main page](#)

AP Beckendorf would be willing to take responsibility for making sure 'links' to City's website are active. She also feels that a committee should be formed to manage the website. ITMgr Lacey concurred because it is not the responsibility of the IT Department to make sure information on the website is current. The committee or an individual should be given the responsibility and authority to keep the website current. If this does not occur than it will be harder to keep the site current which is a City goal. The City website should be used to 'sell' the City and MAYOR Laux said he will look at working on the front page to make it more usable and attractive.

D. [Committee discussion and recommendation on 2008 meeting dates, times, and location](#)

By consensus of the Committee members present, the IT Steering Committee will continue to meet on the third Wednesday of the month at 8:15 AM in the Gegan Room of the Menasha Public Library for 2008. COMP Stofel is to notify library staff of this action.

E. [Committee discussion of next Committee meeting date - September 19, third Wednesday](#)

Because the next IT Committe meeting will be reviewing and recommending the 2008 IT Department budget, the next IT Steering Committee meeting will be pushed back one week to the fourth Wednesday in September. COMP Stofel will confirm with library staff that the Gegan Room is available for Wednesday, September 26th.

5. ADJOURNMENT

A.

Meeting adjourned at 10:17 AM

Respectfully submitted,

Thomas Stoffel

Committee Secretary

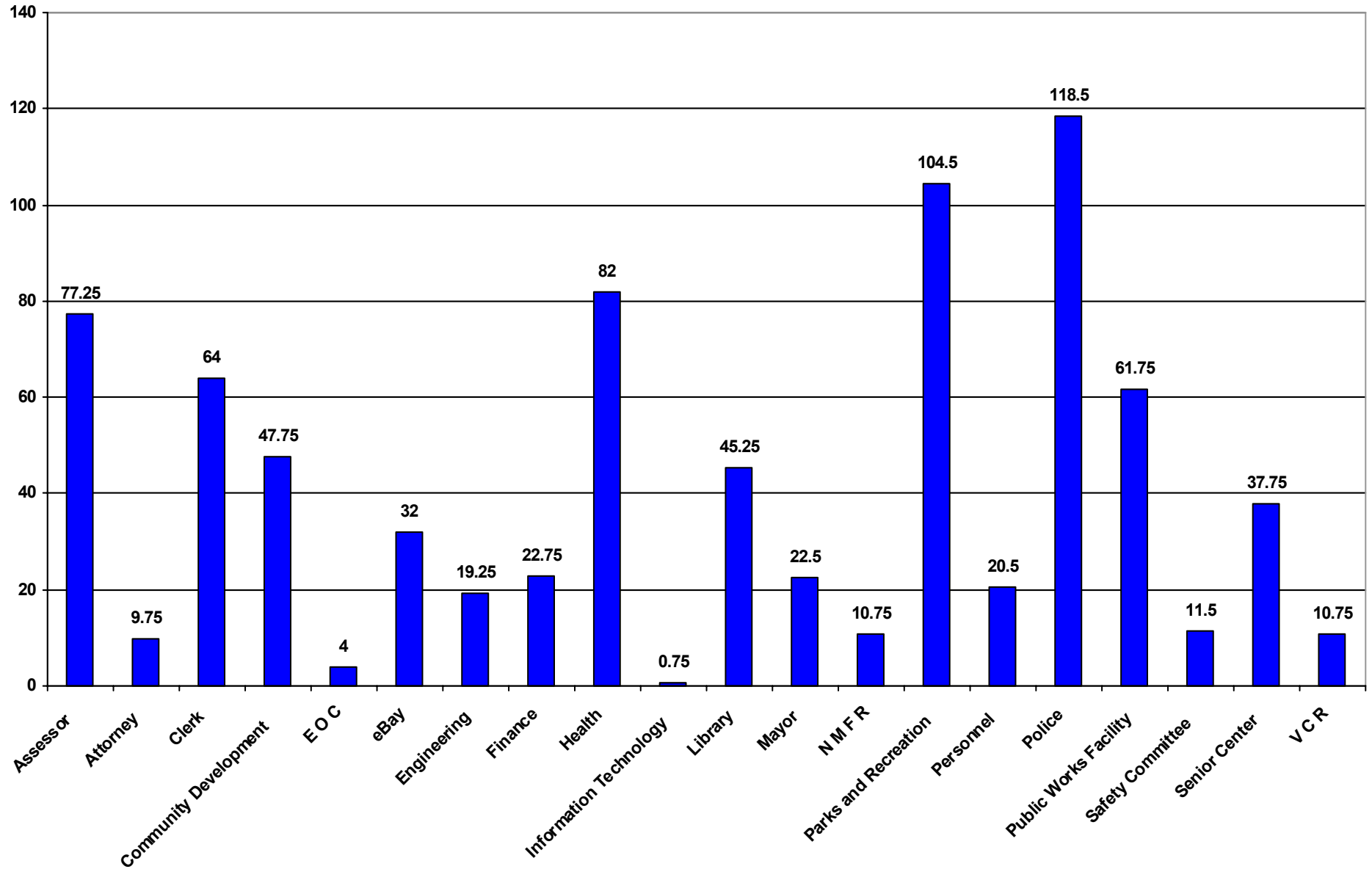
	Budget \$	YTD \$	% used YTD
Total Budget	\$326,117	\$169,196	51.88%

January 2007 through July 2007

**I.T. Department
Projects
July 18, 2007 through August 14, 2007**

- Novus Agenda refinement.
- Continue monitoring virus activity and block SPAM e-mail.
- Monitor and administrate City Network.
- Monitor and administrate City phone system.
- Project planning for 2007 & 2008
- Planning of Sneakernet project for 3rd Quarter.
- Work with Assessor Consultants on Assessor database.
- Research Fleet and Fuel management systems for Pubic Works Facility
- Assist with City Web site modifications.
- Recycled obsolete IT equipment.
- Posting multiple items on e-Bay.
- Build and configure new SQL server for use by Com. Dev., Assessor, and Health Dept.
- Test and configure new Barracuda Web Filter for blocking and monitoring of Internet traffic and prevention of spyware and ad-ware from infecting our PCs and network.
- Phone moves for Library remodel.
- Transfer building permits off of the AS/400 into an MS Access database that is searchable.
- 2008 budget planning.

Year to Date Hours by Department



The hours represented on the graph do not include administration time or time spent on the Network as a whole, encompassing all departments. All hours not accounted for on the graphs will be categorized as Global time. Global time can fluctuate depending on the projects being accomplished and emergencies that arise.

DRAFT
MINUTES OF REGULAR MEETING
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES

September 20, 2007

Call to order and roll call at 4:30 p.m. by vice-president Stanke

Present: Eisen, Enos, Stanke

Absent: Eckstein, Englebert, Foth, Fuchs, Werley

Also present: Director Saecker, J. Bongers (Head of Adult Services), M. Loch-Wouters (Head of Children's Services), K. Seefeldt (Administrative Assistant)

Per State Statute 43.54(1)(e), the meeting proceeded with a lack of majority quorum.

Authorization of Bills

1. Motion to authorize payment of the September list of bills from the 2007 budget by Enos, seconded by Eisen, and carried unanimously.

Consent Business

2. Approve minutes from the Library Board meeting of August 16, 2007.
3. Receive minutes from the Long Range Planning Committee meeting of August 29, 2007.
4. Approve minutes of the Finance Committee meeting of September 10, 2007.

Motion

Motion to approve the minutes from the Library Board meeting of August 16, 2007 and the Finance Committee meeting of September 10, 2007 by Enos, seconded by Eisen, and carried unanimously.

Motion

Motion to receive the minutes of the Long Range Planning Committee meeting of August 29, 2007 by Eisen, seconded by Enos, and carried unanimously.

Director's Report/Information Items

5. Statistics. Overall, lending for August remains even with last year. Adult lending increased 5.3%, while Children's declined 5.8%.
6. Gift. We received a gift of \$90.00 to the Endowment from Helen Koloski in honor of her sister's 90th birthday.
7. Endowment CD Investments. We have renewed two of our certificate of deposits at 5.15%.
8. Staff Training. Kathy Hannah and Ann Hardginski renewed their CPR and First Aid certifications. Karen Drechsel and Director Saecker were certified in CPR for the first time. Kathy Hannah attended a Spanish immersion class to improve her Spanish so that she can converse with patrons who speak that language.
9. Combined Circulation Desk & Entryway. Changes to the configuration of our circulation desks have been made. The circulation point in the Children's room has been eliminated and we have moved to a single circulation point in the Adult Department. We have also moved book shelves at the entrance to the library to create a better inward flow and more efficient path between the Children's and Adult Departments. We will move Internet computers to improve monitoring by staff.
10. Library Programming. There will be an increase in the number of programs offered by the Children's and Adult Departments this fall.

11. WLA & Kidslitosphere Conference. Director Saecker will be speaking at the WLA Conference about the Library 2.0 movement in mid-October. She will also speak at the first Kidlitosphere Conference in Chicago on children's literature blogging.
12. LSTA Grant. We've applied for an LSTA Grant in the Innovative Uses of Technology category. Our application is for Podcasting Studios which will allow patrons to create podcasts using equipment purchased by the grant. The grant totaled \$3799 for two studios.
13. Finance Committee Meeting. The Finance Committee met and recommended approval of the draft budget.
14. Investment Committee Meeting. Director Saecker will contact members of this committee to establish a meeting date.
15. Long Range Planning Meeting. The Long Range Planning Committee met in August. A decision was made to use focus groups to solicit information from the community. The focus groups that were established were 1) Diversity, 2) Children, and 3) Special Needs (including the disabled and seniors).
16. Intellectual Freedom Information. Board members were given information about Intellectual Freedom, also known as the Right to Read. Books can be challenged at libraries and trustees need to know what their role and responsibilities are if that should happen.

Discussion/Action Items

17. Budget. The 2008 budget drafted by Director Saecker met the mayor's recommended target amount. Increases from Calumet County and the City will allow us to reinstate Sunday hours, purchase new equipment, and increase the materials budget. Director Saecker stated there was an additional increase of \$15,000 in the materials budget that was made by Mayor Laux. There was a consensus to table this item until the next board meeting.
18. Staff ID's. Library staff members will continue using recently purchased name tags as a means of identification.
19. Director's Evaluation. Stanke will arrange for a meeting of the Personnel Committee in October to begin the process of evaluating Director Saecker.
20. October Board Meeting. There was a consensus to keep the October Board meeting scheduled for October 18. If a conflict develops for Director Saecker, she will let the Board know via e-mail and another date will be set for the meeting.

Director Saecker announced that the Menasha Public Library's website received two Webbie Awards. The site won Best Site for Kids and also Best of the Best for the superior quality of the entire web site.

Adjournment

Motion to adjourn the meeting at 4:59 p.m. by Eisen, seconded by Enos, and carried unanimously.

Future meeting dates

The next regular board meeting will be held in the Gegan Room on Thursday, October 18, 2007 at 4:30 p.m.

Respectfully submitted,
Kris Seefeldt, recording secretary

DRAFT
Elisha D. Smith Public Library
Long Range Planning Committee Meeting
Minutes
September 19, 2007

Present: Brandt, Bongers, Eisen, Loch-Wouters, O'Brien, Schaefer Kemps

Absent: Englebert

Also Present: Director Saecker, Kris Seefeldt (Recording Secretary)

The meeting was called to order at 5:00 p.m. by Committee chair Colleen O'Brien.

Director Saecker distributed copies of census information pertaining to the Town of Menasha for the Committee to review.

Cindy Schaefer Kemps reported on plans for the diversity focus group. She is working with MJSD teacher Gina Grogan to form groups made up of teachers, high school students and parents. Hmong and Spanish-speaking populations will be represented.

Marge Loch-Wouters' children's focus group will be comprised of parents and individuals who work with pre-school and school-age children. The group will include a parochial school representative.

Director Saecker's special needs focus group will include representatives from the ARC-Fox Cities, the Menasha Senior Center, NAMI, and other organizations representing individuals with special needs in our region.

The focus groups will be scheduled to meet in September or October. Members of the Long Range Planning Committee should let Director Saecker or Kris Seefeldt know which focus group they prefer to work with.

The focal point of the groups will be current and future trends in our community. The following list of questions were selected to initiate dialogue with participants: 1) What do you see as big issues in our community, 2) What changes do you foresee in the next 5 years for our city, schools, and community at large, 3) What do you see as positive and negative trends in our community. Director Saecker distributed a list of topics which can be used to facilitate additional discussion with group participants. These include economic development, educational achievement, environmental protection, cultural resources, lifestyle improvement, public health and wellness improvement, personal and property

protection. She also reviewed suggestions on how to conduct the focus group sessions effectively.

The Committee reviewed the function of mission and vision statements. The mission statement describes the overall purpose of the organization. The vision statement gives a vivid description of the organization as it effectively carries out its operations.

Committee members discussed the importance of choosing effective wording for our mission statement. There was a consensus to focus on vocabulary that most library users would be familiar with. Director Saecker will work on a selection of draft statements for the next meeting.

Committee members were asked to consider the significance of selecting a library motto. Examples of mottos currently being used by other libraries were reviewed.

The next Long Range Planning Committee meeting is scheduled to be held on October 17th in the Gegan Room at 5:00 p.m.

Meeting adjourned at 5:59 p.m.

Respectfully submitted,
Kris Seefeldt, Recording Secretary

**CITY OF MENASHA
PARKS AND RECREATION BOARD
Council Chambers, 3rd Floor City Hall - 140 Main Street, Menasha
140 Main Street, Menasha
September 10, 2007**

MINUTES

 [Back](#)  [Print](#)

I. CALL TO ORDER

A.

Item Action:
None

Motions

Motion Type	Motion Text Comments	Made By	Seconded By	Motion Result
	Meeting called to order at 6:04 p.m. by Chr. D. Sturm.			

II. ROLL CALL/EXCUSED ABSENCES

A.

Item Action:
None

Motions

Motion Type	Motion Text Roll Call	Made By	Seconded By	Motion Result
	Members Present: Chr. Dick Sturm, Ron Suttner, Mary Francis, George Korth, Tom Konetzke Members Absent: Ald. Sue Wisneski (excused), Nancy Barker (excused) Others Present: PRD Tungate, CPOJeff Jorgenson			

III. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Minutes of the August 13, 2007 Meeting](#)

Item Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the minutes of the August 13, 2007 meeting. Discussion: G. Korth asked to have the word "last" changed to "this" under V.C.	George Korth	Ronald Suttner	Passed
Motion carried 5-0 with the amended word change.				

IV. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

A.

Item Action:
None

Motions

Motion Type	Motion Text Jeff Jorgenson	Made By	Seconded By	Motion Result

CPO Jorgenson updated the Board on several work items he has undertaken in response to recent meetings about park vandalism. 1.) He has met with all local retailers about prohibiting the sale of spray paint to anyone under 18. Only two (Shopko and Sherwin Willimas) did not already have a policy. Police cannot force them to comply. 2.) A park watch meeting was held with the Hart Park neighborhood. Not well attended. People like to just come and complain at these types of meetings. Recently, fewer calls for service have come from the Hart Park area. Neighbors suggested skatepark monitors wear brighter colored shirts for better identification. 3.) Met with Police Auxiliary.

They were agreeable to "stepping up" their time spent in the parks. Their exact role is still to be determined. 4.) Crimestopper organization will be approached about adding a "Park Fifty" program started in Menasha. A person giving information to police about park vandalism, etc. could receive a \$50 reward.

Other Comments from Board Members

Other comments from Board Members included: trimming Curtis Reed Square shrubs, changing language on Isle of Valor sign near 441. Positive Isle of Valor ceremony comments including possibly adding directional signage, and question on plans for 81 and 87 Racine Street greenspace which likely will be maintained by the Park Crew.

V. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Review of Isle of Valor Ceremony](#)

Item Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Isle of Valor			

Isle of Valor ceremony held on September 8, 2008 was very well done. Several hundred people attended the emotional ceremony. Lighting near the monument is still being reviewed. G.Korth suggested, and the Board agreed, that a letter of appreciation should be sent to Dave Voss and Miron Construction.

B. [2007-2011 Open Space and Recreational Facilities Plan to Plan Commission on September 11, 2007](#)

Item Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Open Space Plan			

PRD Tungate stated the Plan Commission will begin review of the 2007-2011 Open Space and Recreational Facilities Plan on September 25 instead of September 11.

VI. DISCUSSION

A. [Request by the Witt/Meyer Wedding to Have Two Dogs be Part of Their June 7, 2008 Ceremony](#)

Item Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Witt/Meyer Request			

The Board received a request by a wedding group to have two dogs be part of their ceremony. PRD Tungate informed the Board that CA Brandt recommended an ordinance change if the Board so desires. There appeared to be unanimous support for revising the recently adopted O-10-07 pertaining to dogs in city parks. PRD Tungate will follow-up with Ald. Wisneski to consider language to allow the Board to grant permission.

B. [Actions that Led to Park Eviction Recommendation for SDO, TNT, HJT - Jeff Jorgenson, Menasha Police Department](#)

Item Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Park Eviction			

CPO Jorgenson summarized some legal concerns the PD has concerning the Park Eviction program. The "uncomfortableness" centers around protecting the rights of minors. Weighing confidentiality issues versus the benefits of the program will be discussed by the police and CA Brandt. CPO Jorgenson requested a couple of months to look into this matter further. Some options for modifying the program were discussed. CPO Jorgenson will contact Appleton again with follow-up questions.

Other	Motion to hold the eviction process pending a resolution of legal implications. The Board would like to be kept informed of any progress in the matter.	Tom Konetzke	George Korth	Passed
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Motion carried 5-0.

C. [Park Project Update - PS Huss](#)

Item Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Park Project Updates			
PS Huss had a list of several current park projects. Many park special events to prepare for (Isle of Valor, Marina, Jazzfest, Skate Jam in Hart Park were mentioned).				

- D. [Discuss Board Interest in Making our Waterfowl Prohibition Rule an Ordinance Violation with Fine - Ald. Wisneski](#) Item Action: None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Geese Management			
The Board discussed language on a City of Appleton sign pertaining to the feeding of geese in city parks. Appleton has an ordinance against feeding geese, while Menasha has a park rule against feeding all kinds of waterfowl. Due to likely lack of enforcement, the belief that geese are not coming to the park for human food and simply not seeing many people feeding geese, the Board did not see a need to pursue changing the current rule to an ordinance.				

VII. ACTION ITEMS

- A. [Request by Witt/Meyer Wedding to Have Two Dogs be Part of Their June 7, 2008 Ceremony](#) Item Action: None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No action taken			

- B. [Evict SDO, TNT, and HJT from All City of Menasha Parks for a Period of One \(1\) Year Beginning September 11, 2007 \(Possible Administrative Review Process May be Held\)](#) Item Action: None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Park eviction action taken up under Discussion Item VI-B.			

VIII. ADJOURNMENT

- A. Item Action: None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Other	Motion to adjourn at 7:44 p.m.	Ronald Suttner	George Korth	Passed
Motion carried 5-0.				

CITY OF MENASHA
Personnel Committee
Common Council Chambers, 140 Main St. Menasha
April 17, 2007

MINUTES DRAFT

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I. ROLL CALL/EXCUSED ABSENCES

A. [Roll Call](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Meeting called to order by CA/HRD Brandt at 9:04p.m.			
	PRESENT: Ald. Merkes, Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Mayor Laux.			
	ALSO PRESENT: CA/HRD Brandt, PC Stanke, DPW Radtke, CDD Keil, C/T Stoffel, PRD Tungate, PHD Nett, Clerk Galeazzi and the Press.			

II. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [Personnel Committee, 3/5/07](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Personnel Committee Minutes, 3/5/07	Alderman Eckstein	Alderman Pack	Passed
	Motion carried on voice vote.			

III. ACTION ITEMS

A. [Election of Chair](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to appoint Ald. Michalkiewicz as Chairman of Personnel Committee	Alderman Hendricks	Alderman Taylor	Passed
Move	to appoint Ald. Eckstein as Chairman of Personnel Committee	Mayor Laux	Alderman Pack	
Move	to appoint Ald. Hendricks as Chairman of Personnel Committee	Alderman Merkes	Alderman Taylor	
	Having no more nominations, CA/HRD Brandt called the nominatins to a close.			
	Motion carried on roll call 8-1 for Ald. Michalkiewicz. Voting for Michalkiewicz: Taylor, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Mayor Laux. Voting for Hendricks: Merkes. Ald. Michalkiewicz was declared the winner and Chairman of Personnel Committee.			

B. [Election of Vice-Chair](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Chairman Michalkiewicz took over.			
Move	to appoint Ald. Hendricks as Vice-Chairman of Personnel Committee	Alderman Taylor	Alderman Wisneski	
Move	to appoint Ald. Eckstein as Vice-Chairman of Personnel Committee	Mayor Laux	Alderman Hendricks	Passed
	Having no more nominatins, Chairman Michalkiewicz called the nominations to a close.			
	Motion carried on roll call 8 -1 for Ald. Eckstein. Voting for Eckstein: Merkes, Wisneski, Pack, Hendricks, Eckstein, Michalkiewicz, Chase, Mayor Laux. Voting for Hendricks: Taylor Ald. Eckstein was declared the winner and Vice-Chairman of Personnel Committee.			

IV. ADJOURNMENT

A. [Adjournment](#)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Move	to adjourn at 9:09p.m.	Alderman Wisneski	Alderman Merkes	Passed
	Motion carried on voice vote.			

Respectfully submitted by Deborah A. Galeazzi, City Clerk

CITY OF MENASHA
Plan Commission
Council Chambers, 3rd Floor City Hall – 140 Main Street
September 25, 2007
DRAFT MINUTES

I. CALL TO ORDER

- A. Mayor Laux called the meeting to order at 3:30 p.m.

II. ROLL CALL/EXCUSED ABSENCES

- A. PLAN COMMISSION MEMBERS PRESENT: Mayor Laux, DPW Radtke, Ald. Merkes, and Commissioners Sturm, Schmidt, and Cruickshank.

PLAN COMMISSION MEMBERS EXCUSED: Commissioner Sanders

OTHERS PRESENT: CDD Keil, AP Beckendorf, Ald. Eric Hendricks, Steve Andrysczyk, Pastor Mike Huff, Wil Kottler, Bob Acord, and Lonnie Pichler.

III. MINTUES TO APPROVE-MINUTES & COMMUNICATES TO RECEIVE

- A. **Minutes to approve:**

Comm. Schmidt made a motion to approve the minutes of the September 25, 2007 Plan Commission Meeting. The motion was seconded by Comm. Sturm. The motion carried.

IV. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY

Five (5) minute time limit for each person

- A. No one spoke.

V. DISCUSSION

- A. **Building Material Requirements for Existing Buildings**

- CDD Keil outlined staff thoughts on the need to make a distinction between buildings that were constructed before the effective date of the current ordinance and those that were constructed after.
- Staff recommendations would allow for existing buildings constructed before the effective date of the current ordinance to:
 - Replace façade materials with like materials, meeting minimum quality standards
 - Replace façade materials with alternate materials – list of materials and minimum quality standards to be provided for in the ordinance language
 - Architectural detailing such as color, banding, awnings, EIFS shall be incorporated in all building elevations.
- Commissioners discussed the following:
 - Intent of the existing ordinance.
 - The capacity for some buildings to support masonry.
 - Location differences.

- B. **Payday Loan/Pawnshop Spacing**

- CDD Keil described the City of Racine's ordinance which requires minimum spacing between these types of establishments.
- Commissioners discussed the following:
 - Being proactive to avoid a concentration.
 - Engaging charitable organizations in programs that serve those that patronize payday loan/pawnshop establishments.

- C. **Conceptual PUD Plan – W65491 Manitowoc Road**

- CDD Keil introduced two proposals – a 3-lot proposal and a 5-lot proposal.
- Commissioners discussed the following:

- Preference for the 5-lot proposal
- Road configuration and width
- PUD status
- Officially mapping a street network

VI. ACTION ITEMS

A. Certified Survey Map – Brighton Drive

- Commissioners discussed the following:
 - Access to Brighton Drive
 - Environmental concerns

Comm. Sturm made and Comm. Cruickshank seconded a motion to recommend approval of the Brighton Drive CSM. The motion carried.

VII. ADJOURNMENT

- A. Comm. Schmidt made a motion to adjourn at 6:08 p.m. DPW Radtke seconded the motion. The motion carried.



MEMO

DATE: October 11, 2007

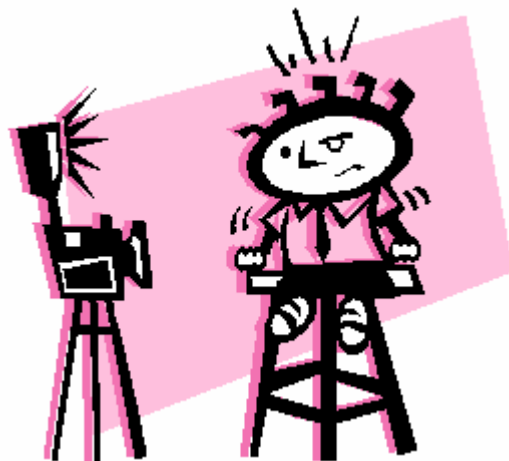
TO: Common Council and Mayor Laux

FROM: CA/HRD Brandt

SUBJECT: Joint Closed Session of the Neenah & Menasha Common Councils

The following closed session will be scheduled for 8 p.m., October 17, 2007 at the Neenah Common Council chambers, Neenah City Hall, 211 Walnut Street, Neenah, WI 54956:

The Common Councils of the Cities of Neenah and Menasha will Convene in closed session under Section 19.85(1)(g) and 19.85(1)(e) of the Wisconsin Statutes to confer with legal counsel concerning strategy to be adopted by the Cities with respect to their joint defense in connection with potential liability arising from the Lower Fox River/Green Bay Natural Resource Damage Assessment, Lower Fox River and Green Bay remediation issues, and related potential litigation and to discuss strategies for negotiations with representatives of the United States of America and the State of Wisconsin on compromise settlement of potential CERCLA liability, indemnification, contribution, contribution protection and municipal entities infrastructure concerns with respect to the Lower Fox River/Green Bay.



City of Menasha Employee ID Badge Photo

New City of Menasha Badge ID's will be issued. The first step in the process is to get your new Photo. Below is a schedule; should you be unable to have your picture taken at the time listed for your department please inform your supervisor.

Departments	Date	Time	Where
Streets and Sanitation	Monday Oct. 15th	7:00 AM	Breakroom
Parks Department	Tuesday Oct. 16th	7:00 AM	Breakroom
Health Department	Tuesday Oct. 16th	1:15 PM	Health Department
Senior Center	Monday Oct. 15th	I will call to availability	Senior Center
Library	Monday Oct. 15th	Morning Hours	I will come to each department
City Hall	Monday or Tuesday	Sometime	I will come to each department until I catch everyone.
Alderman	Monday Oct. 15th	You will be asked to step out of the meeting as time allows to get your picture taken.	Council Chambers



City of Menasha • Office of the City Attorney
Jeffrey S. Brandt, City Attorney

MEMO

TO: Common Council
Mayor Laux
Dept. Heads

FROM: Jeff Brandt JSB

SUBJECT: Vacation

DATE: October 11, 2007

I will be out of the country on vacation from October 20 -31, 2007. Should any questions arise that cannot wait until my return, feel free to contact either Neenah City Attorney Jim Godlewski at 886-1606 or Appleton City Attorney Jim Walsh at 832-6423.

If it is a question regarding Human Resources, feel free to contact Jim Macy at 233-6050.

Back

10/10/07

TO: Council
FR: Mayor

Nature's Way offers affordable housing options

By Peter J. Adams

News-Record staff writer October 10, 2007

MENASHA — There's a new face to low-income housing, and it is readily visible by driving past the Nature's Way housing project on Menasha's burgeoning east side.

A collection of 16 lots just off S. Oneida Street, it's a rapidly emerging neighborhood of attractive homes that will fit right in with the developing neighborhoods to the east.

"They're nicer than many homes in the community," said John Weyenberg, executive director of Greater Fox Cities Area Habitat for Humanity. "It's proof affordable new housing is possible."

A key player in the project, Habitat has already built four units on its six lots in the development. The rest will soon be completed under the direction of MK & Associates of Green Bay.

"All of these pieces have to come together to make affordable housing work," said Mary Bach of Community Housing Coordinators. "There are a lot of partners involved."

That includes Bach, a housing specialist who as a consultant to the city helped bring together the necessary federal grants, private lenders and not-for-profit agencies that were essential to bring down the standard expense of new construction.

"When you do the numbers and put in the cost of the lot and the infrastructure, even a modest home is not affordable any more," she said.

But Nature's Way is more than affordable. It's a certified "green build" that's eco-friendly from the layout and design of the development, to the materials used in the construction of every home.

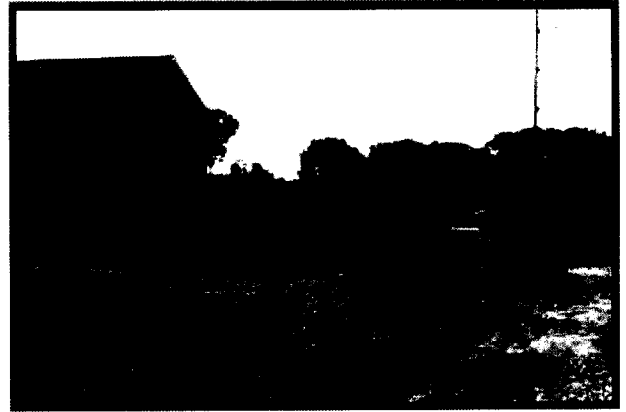
"It's everything from the paint used to the carpeting that's made from recycled milk cartons," Bach said.

In other respects, the project may be a wave of the future.

On a state level the state Department of Commerce is looking at Nature's Way as a model for future low-income housing developments. Locally it may provide Habitat with a springboard to more consolidated joint ventures throughout the Fox Valley.

"As we look forward we look to doing more developments like Nature's Way, but as a partner, not a sole builder," Weyenberg said.

The kind of public-private partnership involved in Nature's Way may open a critical new reservoir of potential building sites throughout the Valley, just as alternative locations in existing neighborhoods are becoming more and more scarce.



buy photo zoom

The Nature's Way subdivision off S. Oneida Street in Menasha gives a new face to low-income housing. News-Record photo by Peter J. Adams

Advertisement

"For us, finding affordable land is increasingly difficult," he said. "It could be the factor that stumps the growth of the organization."

It's a potential opportunity that Weyenberg nevertheless views with caution.

"We're not moving away from in-fill," he said. "That still is where our heart is."

There's good reason for that. The Habitat tradition of building on isolated lots mainstreams low-income families and individuals into established networks of people from different economic walks of life.

Yet developments like Nature's Way offer certain economies of scale that are attractive to Habitat's construction staff and corps of volunteers.

"This allows us more supervision of volunteers on site," said Habitat construction supervisor Ron Voland. "It concentrates all our assets and tools, and we're not driving things across the Valley. There are many efficiencies involved in this."

Fortunately, such economies need not come at the price of economic diversity. Habitat homebuyers are generally more needy than those low-income homebuyers buying houses in the project.

It's a mix that also fits well with the city's objectives for Nature's Way.

"We deliberately wanted a mixed income subdivision," Bach said. "Anytime you can do that it's a real neighborhood."

By working together, all parties come out ahead.

"We're creating new affordable housing stock," Bach said. "There's only so much out there now."

TO: COUNCIL
FR: Mayor

10/10/07

Ready for fourth site



Submitted photo

LAKEVIEW CREDIT UNION held a groundbreaking in September to commemorate the beginning of construction on their fourth office in the Fox Cities. The building is the first to be constructed in the Midway Crossings development at the corner of Midway Road and Oneida Street in Menasha. The 4,100-square-foot Oneida Street location is scheduled to open in early 2008. The building will feature teller pods and automated cash dispensers to improve speed and efficiency of member service. Tammy Mueller will manage the new office. Pictured are (left of sign, first row, from left) Lakeview member service representative Jessica Collier, Amy Vande Hei, office manager Tammy Mueller; (second row) architect Phil Schmidt of Gries Architectural Group, construction manager Fritz Piette of Fred J. Piette Co., developer Bob Drifka of Drifka Group, and Lakeview president Pat Lowney; (right of sign, first row, from left) Menasha Mayor Joe Laux, Lakeview board chair Norb West, Menasha alderperson Jan Chase, Lakeview board vice chair Tom Luther and Lakeview executive vice president Joy Veldboom.

TO: COUNCIL
FR: MAYOR 10/10/07

[Back](#)

Trestle trail wins national award

Advertisement

Menasha project is key connection on trail route

The News-Record October 10, 2007

MILWAUKEE — The Fox Cities Trestle-Friendship Trail that opened two years ago has garnered another national award.

State Department of Transportation Secretary Frank Busalacchi recently accepted the 2007 American Association of State Highway Transportation Officials (AASHTO) Legacy Project award for the popular pedestrian and bicycle bridge spanned Little Lake Butte des Morts between Menasha and the Town of Menasha.

The \$1.7 million trestle, a mile-long lighted, handicap accessible trail open year round, is a centerpiece of the Fox Valley trail system and a key connecting point in the developing state Friendship Trail that will eventually allow trail users to go from Manitowoc to Stevens Point.

The 1,600-foot trestle is the longest pedestrian span over water in Wisconsin and includes four fishing piers/observation decks and a central pavilion with benches. It was a collaboration between the state, which acquired the abandoned railroad trestle and provided transportation grant funding, plus Menasha and the Town of Menasha, which assumed joint maintenance on the trestle.

Other key partners included Fox Cities Greenways, Winnebago County, Fox Cities Convention & Visitors Bureau, East Central Wisconsin Planning Commission and Fox River Navigational System Authority. The project attracted numerous private donations from organizations and individuals, including a \$200,000 in-kind contribution from Miron Construction, which built a lift bridge that allows trail users to cross over the Menasha lock.

[Back](#)

Menasha gift shop Accent Floral fulfills life dream

Owner discovers satisfaction in flower shop work

By **Peter J. Adams**

News-Record staff writer October 10, 2007

MENASHA — Ellen Marshall remembers visiting florist shops as a girl and knowing even then that she wanted to own her own flower shop one day.

"When I started high school I was in Future Farmers of America and that's the only reason why," she said. "I want to work in a flower shop."

Now the proprietor of Menasha's Accent Floral & Gifts on Main Street, Marshall is living that dream.

"I wake up every morning and I'm glad I get to come here," she said. "I think I'm so fortunate because there are so many people who don't look forward to work and I've never felt that way."

A resident of Oshkosh, Marshall is a relative newcomer downtown, having opened her shop in August of 2005. But make no mistake, after working most of her life at florists, she's is no stranger to the flower industry.

"That's pretty much all I've ever done," she said. "I worked in a factory once and decided that wasn't for me."

A botany major in college, Marshall interrupted her academic studies for marriage and a family, but she continued working in florist shops while her husband's military career took them to various locales around the U.S. Eventually returning to Oshkosh, she finished her degree and went to work at the Flower Case in Neenah.

Thirteen years later, when the owners announced their plans to retire, Marshall came up with the idea of opening her own shop.

"I had to decide what I was going to do," she said. "It worked out really well. When I was out of a job, so was everyone else there, and they all just came here."

The downtown Menasha location came out of a recommendation from one of the drivers planning to work for her.

"She thought it would be really nice for a flower shop and said I should go take a look," Marshall said. "I did and I really liked it. I liked the fountain, and I liked the setting. I liked it a lot."

Working nights and weekends to get the new store open right after the old one closed, Marshall hung cabinets with her husband, got help from another driver with the painting, and involved the entire staff in

TO: COUNCIL
FR: MAYOR
10/10/07



buy photo zoom

Accent Floral and Gifts owner Ellen Marshall (left) welcomes downtown Menasha shoppers along with store manager Melody Rougeux. News-Record photo by Peter J. Adams

Advertisement

At a glance

Accent Floral & Gifts is located at 182 Main St., Menasha. For store hours and other questions call 920-886-2971, or visit www.accentfloralmenasha.com.

determining the direction they would take with the new operation.

"That's the way I wanted it to be," she said. "We're friends and this is a team effort."

Among the group decisions they reached was the added focus of including an inventory of gifts in addition to plants and floral arrangements.

"We like to have a lot of things that inexpensive because the people from the senior center will walk here," she said. "It's kind of nice that they can do that."

But it is as a full service florist — the only one remaining in Menasha — that the business really shines, particularly when it comes to unusual funeral arrangements.

"When they want something out of the ordinary, Ellen comes up with something different," said store manager Melody Rougeux, referring to the fishing poles and tackle boxes that have been incorporated in arrangements. "One woman liked to gamble so we worked in a slot machine that her family had."

One of many new businesses opening downtown, Marshall has a ready explanation for the trend.

"Menasha is really great about supporting its own," she said. "They like to see things coming into town."

FW Administration CommitteeCommon Council Meetings for Oct. 152007.txt
From: Joe Laux
Sent: Wednesday, October 10, 2007 11:13 AM
To: Debbie Galeazzi
Subject: FW: Administration Committee/Common Council Meetings for Oct. 15,2007

This must be listed as a communication in the packet.

-----Original Message-----

From: Joe Laux
Sent: Wednesday, October 10, 2007 10:35 AM
To: 'jamestaylor04@tds.net'
Cc: Common Council; Jeffrey S. Brandt; Debbie Galeazzi; Young, Doug; Allwardt, Mark (mallwar@kcc.com); Brandt, Jeffrey; Carol.wirth@rbcdain.com; Martenson, Stan; ray.osness@rbcdain.com; Sturm, Dick (dsturm@wppisys.org); Carla Watson; Bob Fahrbach
Subject: RE: Administration Committee/Common Council Meetings for Oct. 15,2007

Alderman Taylor, I have asked that your request to be placed on the commission agenda for October 16, 2007 (7:30 am at the utility office). You are welcome to attend the discussion regarding your request. Commission President Martenson is not available to respond at this time. Staff will not be attending the council meeting on October 15. I would urge you to read the correspondence that was in the packet from the Utility Commission to the common council at the last council meeting.

-----Original Message-----

From: Debbie Galeazzi
Sent: Wednesday, October 10, 2007 9:54 AM
To: Joe Laux
Cc: 'jamestaylor04@tds.net'; Sue Wisneski
Subject: FW: Administration Committee/Common Council Meetings for Oct. 15,2007
Importance: High

-----Original Message-----

From: jamestaylor04@tds.net [mailto:jamestaylor04@tds.net]
Sent: Tuesday, October 09, 2007 7:16 AM
To: Debbie Galeazzi
Cc: Sue Wisneski
Subject: Administration Committee/Common Council Meetings for Oct. 15,2007
Importance: High

Debbie,

Please place these 2 items on the Administration & Council Agendas.

1. Doug Young -Update on Steam Utility Project/Dresser-Rand meeting update, Water Treatment Plant.
2. Doug Young to report at each Administration meeting until further notice from the Common Council.

Sincerely,

Alderman James Taylor

From: Joe Laux

Sent: Wednesday, October 10, 2007 11:12 AM

To: Debbie Galeazzi

Subject: FW: 81, 87 Racine and 504 Broad Street (Commercial Assesement)

[This must be listed as a communication in the packet.](#)

-----Original Message-----

From: Eric Hendricks

Sent: Monday, October 08, 2007 8:12 PM

To: Greg M. Keil

Cc: James Taylor; Don Merkes; Sue Wisneski; Steve Pack; Terry Eckstein; Thomas Michalkiewicz; Jan Chase; Joe Laux; Joe Laux

Subject: 81, 87 Racine and 504 Broad Street (Commercial Assesement)

Greg,

As I'm sure you remember, the properties of 81, 87 Racine and 504 Broad Street were talked about at the last council meeting. The issue of the sale of 81 Racine and 504 Broad was Held for two weeks, so I'm sure we'll be speaking on this issue again at the next meeting. This brings me to my question,.. has there been a recent assessment of the 3 properties (Commercial Value) and if not, wouldn't it be prudent to do so, since there was much debate over the last property we just sold. (121 River street) and we had a recent assessment/appraisal of that. I believe it would provide everyone with the needed info to make an educated decision on this matter. Thank you in advance for your assistance.

Alderman Eric R. Hendricks



City of Menasha • Office of the City Attorney
Jeffrey S. Brandt, City Attorney

MEMO

TO: Common Council
Plan Commission

FROM: Jeff Brandt JSB

SUBJECT: Racine Street Landscape and Parking Design

DATE: October 10, 2007

The issue of the use of the property at 81-87 Racine Street and 504 Broad Street was considered at the October 1, 2007 Common Council on recommendation from the Plan Commission. In reading the Plan Commission minutes and agenda for September 26, 2007, I recommend that issue of selling the property to a private entity be referred back to the Plan Commission.

The Plan Commission Agenda at 5B has an action item:

Landscape Design – Racine Street (formerly 81 and 87 Racine) – to be received at the meeting.

The minutes reflect that a motion to approve the sale of the parking lot to a private entity was made and passed.

It is my opinion that this motion should not have been accepted by the Plan Commission. It was not on the agenda. The agenda item of a landscape design does not sufficiently notify any member of the public that the Plan Commission would be considering the sale of this property. As such, it is a violation of the Open Meetings Law. The simple solution to this Open Meetings violation would be for the Common Council to refer the sale issue back to the Plan Commission for consideration and scheduling consistent with the Open Meetings Law. The sale of public property is a mandatory subject requiring Plan Commission action.

There are additional issues regarding this matter that need legal comment. The *New London, CT* case allows a municipality the right to take property by eminent domain and then transfer it to a private entity. In this instance, the Resolution for Determination of Necessity **R – 39 -04** approved December 20, 2004 by the Common Council specified that the property was to be taken for public parking, to enhance the appearance of a downtown entry point and to eliminate blight in an area located within the downtown business district. The sale of some part of this property to a private entity is inconsistent with the Determination of Necessity. This is an instance where the

City could be exposed to liability, at least for legal defense costs if a challenge is made that the use should not be allowed. Since I was not at the October 1, 2007 meeting, I do not know if the Common Council was aware of this issue. Neither the Plan Commission minutes, the draft Common Council minutes nor the recollection of anyone I have talked to indicates that this was discussed.

Additionally, the motion approved by the Plan Commission and held in the Common Council to sell the parking lot to a private entity is vague to the point that it cannot be executed. There is no parking lot nor is there a legal description for any portion of these properties that might be configured to be a parking lot. The only reference to a parking lot is a drawing included within the packets as part of the landscape and parking design. That motion has not been approved by the Common Council. If it is desired to sell part of the property to a private entity, I recommend that the Plan Commission recommend the specific portion using a legal description. If the Common Council should approve the landscaping and parking design, then the expectation would be that the area designated in the design for parking would be that considered for sale. At that time, I would recommend a CSM be prepared so the sale can be effectuated.

If all these steps are undertaken, then the City can either offer the property through some type of bidding process or it can consider any offer to purchase that is presented.

Please contact me for any questions.



October 9, 2007

Stan Martenson
President
Martenson and Eisele, Inc.
1377 Midway Road
Menasha, WI 54952

Dear Mr. Martenson:

On behalf of the City of Menasha's Parks and Recreation Board, I would like to express our appreciation for the design and engineering services which your firm donated towards the Isle of Valor Memorial Plaza and Bridge.

The project turned out beautifully. I would especially like to thank Jennifer Selvick for her time and creative work. We commend you and all your employees for continuing to show their civic spirit through projects such as this.

Thank you!

Sincerely,

Dick Sturm
Chairman
City of Menasha Parks and Recreation Board



October 9, 2007

David G. Voss, Jr.
President
Miron Construction Company, Inc.
P O Box 509
Neenah, WI 54957

Dear Mr. Voss:

On behalf of the City of Menasha's Parks and Recreation Board, I would like to express our deep appreciation for all the projects you and your company have taken on for the enhancement of the city's park system and its residents.

The Isle of Valor Memorial Plaza and Bridge in Smith Park is just the latest example of your commitment to the Menasha community. The Trestle Trail Pedestrian Bridge, Barker Farm Park shelter, the Tayco Street water fountain and dugouts at Koslo Park are other examples of projects facilitated by your company which have enriched the quality of life for our community.

We commend you and your employees for their civic spirit.

Thank you!

Sincerely,

Dick Sturm
Chairman
City of Menasha Parks and Recreation Board



October 9, 2007

Tom Robinson
Commander
VFW Nicolet Post 2126
1149 Harold Drive
Menasha, WI 54952

Dear Mr. Robinson:

On behalf of the City of Menasha's Parks and Recreation Board, I would like to express our deep appreciation for all the time, planning and fundraising efforts your post members put in for the Isle of Valor Memorial Plaza and Bridge project.

This beautiful memorial will serve as a reminder to current and future generations that duty and sacrifice for the love of others and our country is the greatest thing any person can achieve.

Thank you and VFW Nicolet Post 2126 for their civic and patriotic spirit!

Sincerely,

Dick Sturm
Chairman
City of Menasha Parks and Recreation Board

10/10/07
News
Record

VIEWPOINT

TO: COUNCIL
FR: MAYOR

Menasha's 'black eye' is not deserved

I feel compelled to write an article about the city of Menasha. Our fine community has lately been given a black eye in regard to the steam plant and crime in our community.

I have been fortunate to live in Menasha my entire life. People in Menasha are blue-collar, hard-workers and have strong religious values.

Our European immigrants of Polish, German and Irish descent settled in Menasha in the 1800s and brought with them family values, Old World recipes and a strong commitment to community. These are the values which are so endearing to Menasha.

I constantly witness neighbors helping neighbors (especially the elderly). I see generosity for those in need and a pride in accomplishments that our community or individuals from Menasha have attained.

Menasha is privileged to have a great public works department, police department, a wonderful public library and a much-envied park system. We have completed a venture that has merged two great fire departments into one (with the city of Neenah), and have a highly touted school system with some truly great teachers. These are all positive things.

Prior to my election as alderman, the Menasha City Council, including my predecessor, supported the steam plant project in hope that it would save jobs for our community. The city hired a consultant and they assured us things would work out well. As everyone knows, there have definitely been some bumps in the road. However, I'm optimistic that this project will eventually work out and I will use my energies to try and make it a success.

Recently, a couple of residents made remarks at a council meeting in regards to an abnormally high crime rate in Menasha. All of northeast Wisconsin has seen a rise in crime. As this area becomes more metropolitan, we will have an influx of people new to this region. Unfortunately, sometimes as a population increases, so do the side effects of crime and gang-related activities.

I believe wholeheartedly that Police Chief Robert Stanke is working hard to correct this problem. This is a regional issue and not one just pertaining to Menasha. As such, I strongly believe that this issue should be studied and dealt with on a regional basis. I can say truthfully that Menasha is no worse on this issue than our neighboring communities.

In closing, I want to state that Menasha is a wonderful place to live, and that our community has a great future ahead of it.

STEVE
PACK



GUEST COLUMNIST

Part of Lot 1 of Block 8, and part of the abandoned Wisconsin Traction Light Heat and Power Company Electric Road, Map of Brighton Beach Plat, Section 13, Township 20 North, Range 17 East, Fifth Ward, City of Menasha, Winnebago County, Wisconsin



Sep 26, 2007 - 08:33 AM J:\Projects\3229lin\



☒ 3/4" x 18" Steel Rebar @ 1.50lbs/LF SET
☐ 3/4" Rebar Found
☐ 1" Iron Pipe Found
 () Recorded As

File: 3229csm.dwg
Date: 09/26/2007
Drafted By: eric
Sheet: 1 of 3

Certified Survey Map No. _____

Common Council Resolution

Resolved, this minor subdivision in the City of Menasha is hereby approved by the Common Council on this _____ day of _____, 2007.

Mayor _____ Date _____

Clerk _____ Date _____

Treasurer's Certificate

I hereby certify that there are no unpaid taxes or unpaid special assessments on any of the lands shown hereon.

County Treasurer _____ Date _____

City Treasurer _____ Date _____

This Certified Survey Map is contained wholly within the property described in the following recorded instruments:

Owners of record:
TIB, Inc.

Recording Information:
Doc. No. _____

Parcel Number(s):
750052001



AGREEMENT FOR ADMINISTRATIVE SERVICES

This agreement specifies the services to be provided to **CITY OF MENASHA** hereinafter referred to as "**Company**", in the ongoing administration of the Company's Section 125 Cafeteria Plan, and the specified responsibilities of the Company for the contract term of **January 1, 2008 - December 31, 2009**.

The Company shall be the Plan Administrator (as that term is used in the Employee Retirement and Income Security Act of 1974 as amended ("ERISA")) and Marshall & Ilsley Trust Company N.A., hereinafter referred to as the "**Administrative Firm**", shall be engaged as a subcontractor in the performance of administrative services for the Plan through the contracted year(s) specified by this agreement. Administrative Firm shall not be a fiduciary under ERISA or other applicable law, but shall be solely a ministerial agent of the Plan Administrator.

Services and materials being made available by the Administrative Firm to the Company are reflected within this "Agreement for Administrative Services". The Company shall indicate service options for the contract period and return a signed copy to the Administrative Firm in a timely manner. The Administrative Firm shall permit alternative enrollment and administrative choices listed in Schedule A of this agreement for the second plan year of the agreement provided written request is received at least three (3) months prior to start of subsequent plan year(s).

Services Provided by the Administrative Firm

- 1) Subject to interpretation by the Company as Plan Administrator, Administrative Firm will provide Section 125 Flexible Spending Account (FSA) administrative services consistent with the Company Plan Document and intended to comply with Treasury and IRS regulations for any or all of the following options: Premium Payment Plan, Health Care Flexible Spending Account Plan, Limited Health Care Flexible Spending Plan, Dependent Care Flexible Spending Account Plan and Health Care Reimbursement Plan.
- 2) Maintain a short version Summary Plan Description for the Company to distribute. (Note: only available when the Plan Document is drafted by Administrative Firm and provided the Plan Document has been reviewed by Company's legal counsel, signed and formally adopted by the Company.)
- 3) Provide Company with enrollment options and assistance with basic Cafeteria Plan questions as requested.
- 4) Provide confirmation, status change and/or termination notices verifying the participant elections.
- 5) Provide Company with electronic access to the miwebflex.com/sponsor website for participant balance information and summary report creation.
- 6) Provide participants access to account balance information via: toll-free phone, secure on-line site, and up to two participant statements per plan year.
- 7) Process participant claims in accordance with the Plan Document and IRS regulations within four (4) business days of receipt. Administrative Firm acts as "agent of the Plan administrator" when making claim determinations and will defer unusual and/or legally unclear cases to the Company for determination.
- 8) Post payroll contribution data and respective funds as soon as administratively possible within two (2) business days of receipt.
- 9) Provide check or direct deposit reimbursements five (5) days a week, Monday through Friday. If a holiday or other event impacts bank processing on a scheduled disbursement date, payment is issued the next business day. If account is not sufficiently funded the reimbursements will be delayed until funding is sufficient to process such reimbursements.
- 10) Provide money market investment for employer assets held with Administrative Firm, provided the Company signs and returns an authorization for money market investment.
- 11) Provide Company financial reports and transaction summaries in an electronic format.
- 12) Provide enrollment, election change, termination, PHI release and COBRA sample forms.
- 13) Return Company "experienced gain" funds after all pending or incomplete claims are reimbursed or expired (generally 180 days after the run-off period has ended).
- 14) Meet HIPAA privacy and security rules as a "Business Associate" of the Plan, as set forth in a separate agreement.
- 15) Provide Company employees FSA information during business hours via toll-free telephone access.
- 16) Provide Company benefits staff with basic Cafeteria Plan assistance.
- 17) Provide preparation of the Form 5500 Return for Section 125 benefits (if required) for the contract year(s) of this agreement if requested by the Company.
- 18) Provide the following non-discrimination testing (if required) up to twice per contracted Section 125 plan year if requested by the Company.
 - 25% Key Employee Concentration Test
 - Eligibility Test
 - Section 129 Dependent Care Test
 - Contributions and Benefits Test

Company Responsibilities

- 1) Review by Company's legal counsel of documents prepared by Administrative Firm prior to commencement of services and thereafter in a timely manner. Plan Documents and/or Amendments must be finalized and formally adopted prior to the effective date and in compliance with any state law or governing document applicable to the Company. If Administrative Firm agrees to offer administrative services under the Company's document, the Company is responsible for ensuring that Administrative Firm has a current copy of such document and Summary Plan Document, as well as any amendments reflecting Treasury Regulations and Administrative Firm's administration practices in a timely manner.
- 2) Provide Administrative Firm timely electronic transmission of funds and deposit reports in an approved file format.
- 3) Provide Administrative Firm necessary enrollment data consistent with Company records prior to the start of a new plan year in an approved electronic format.
- 4) Provide Administrative Firm necessary non-discrimination test data consistent with Company records in a timely fashion at the end of each contracted Plan Year and at other times during the plan year if additional testing is requested. Company remains responsible to implement corrective actions required by testing results.
- 5) Notify Administrative Firm of intent to use on-line enrollment services at least three (3) weeks prior to open enrollment. Provide eligible employees with on-line enrollment instructions. Provide Administrative Firm with electronic demographics and other data regarding eligible employees in an M&I approved format at least one (1) week prior to on-line enrollment. Compile hard copy election data and transmit to the Administrative Firm in an approved electronic format at the close of on-line enrollment if paper enrollment is used in conjunction with on-line enrollment. Close on-line enrollment at least two (2) weeks prior to the start of the new plan year. Transmit revised election data, in an approved format, during the first week of the new plan year if election changes, revocation or new elections are allowed after on-line enrollment closes. (Fee applies if on-line enrollment is extended beyond original agreed-upon time period. See Schedule A—On-line Enrollment Extension)
- 6) Company is solely responsible for determining eligibility determinations and shall provide Administrative Firm timely notice of participant coverage breaks (terminations, leaves, rehires, etc.) and mid-year election changes.
- 7) Company is solely responsible for funding benefits and shall provide Administrative Firm funds necessary to cover claim reimbursements prior to payment. Company is required to fund 5% of the annual elections at the start of the Plan Year and required to maintain an account balance equal of no less than two (2) weeks of FSA contributions. If nevertheless the account becomes overdrawn due to timing of electronic debit card transactions and/or receipt of deposits or any other cause beyond Administrative Firm's control, Company will be charged an overdraft fee of up to \$30.00 each day the account remains overdrawn. The Company understands that it shall be solely responsible for any and all overdraft charges associated with this account and no such charges shall be allocated to the account or participants in violation of any applicable federal or state laws.
- 8) Provide participants a copy of the Company's HIPAA Privacy Policy, Summary Plan Description, Health Care FSA continuation notice (COBRA), Health Care FSA Certificates of Coverage or Summary Annual Reports (SAR) to the extent required. Provide eligible employees with notice of and access to enrollment materials when first eligible and prior to each open enrollment period.
- 9) Advise the Administrative Firm of administrative and/or Plan Document changes including but not limited to: COBRA and service of process agents, eligibility, coverage periods, cost, and benefit maximums in a timely manner and prior to the effective date of any change.
- 10) Enter into a Business Associate Agreement with Administrative Firm under which the Administrative Firm is appointed Business Associate of the Plan. Company must notify Plan Administrator immediately of any change in Privacy Officer.
- 11) Notify Administrative Firm of Company's request to utilize the administrative services listed in the Fee Schedule A of this agreement in a timely manner prior to each open enrollment period.
- 12) Utilize any "experience gains" in a method that complies with applicable law. An experience gain can occur when total contributions exceed claims paid for a plan year due to participant forfeitures.
- 13) Fund account to cover any "experience loss" within ten (10) days of receipt of notice of experience loss. An experience loss can occur when total claims paid exceed contributions for the plan year due to the Uniform Coverage Rule, which requires that the maximum amount of reimbursement under a health FSA must be available at all times during the period of coverage. The risk of loss is increased if Company fails to notify Administrative firm of terminations and/or status changes in a timely manner.
- 14) Employer shall indemnify Administrative Firm and hold it harmless from and against all loss, liability, damage, expense, attorneys' fees or other obligations, resulting from, or arising out of, any act or omission of

Company in connection with the Plan and this agreement, or claim, demand, or lawsuit by Plan Participants and beneficiaries against Administrative Firm in connection with benefit payments or services performed hereunder. In addition, Company shall indemnify Administrative Firm and hold it harmless from and against any liability, expense, demand, or other obligation resulting from, or out of any premium charge, tax or similar assessment (federal or state), for which the Plan or Company is liable.

Reports and Data

Reports and data remain the property of the Company. Administrative Firm will provide the Company, upon request, all data reasonably available in electronic or printed format that is used by Administrative Firm in its administrative functions pursuant to HIPAA privacy and security rules as a "Business Associate" of the Plan, and as set forth in a separate agreement.

Fees and Terms of Payment

The Administrative Firm will submit a monthly statement showing the charges for the previous month based on selected services. The Company agrees to pay Administrative Firm the amount due within 14 days of receipt of the statement. Unpaid invoices will be settled by drawing payment from the Company's Flex Plan Account in the amount of the invoice 60 days after the invoice mailing date.

Term of this Agreement

- (a) *End of Contract Term.* This agreement will be effective from January 1, 2008 - December 31, 2009. Either party wishing to terminate this relationship at the end of the contracted term must provide a 90-day advance written notice.
- (b) *Optional.* This Agreement may be terminated as of the earliest of the following: (1) by either party upon the effective date of any legislation which makes the Plan and/or this Agreement illegal; (2) the date the Company becomes insolvent, or bankrupt, or subject to liquidation, receivership or conservatorship; (3) the termination date of the Plan, subject to any agreement between the Company and Administrative Firm regarding payment of benefits after the Plan is terminated; (4) by the Administrative Firm upon the failure of the Company to pay any charges within sixty (60) business days after they are due as provided herein; (5) by Administrative Firm upon the failure of Company to perform its obligations in accordance with this Agreement, subject to a thirty (30) day correction period following written notice of failure given by Administrative firm to Company; (6) by Company upon the failure of Administration Firm to perform its obligations in accordance with Agreement, subject to a thirty (30) day correction period following written notice of failure given by Company to Administrative Firm.
- (c) *Limited Continuation After Termination.* If the Plan is terminated, Company and Administrative Firm may mutually agree in writing that this Agreement shall continue for the purpose of payment of any Plan benefit, expense, or claims incurred prior to the date of Plan termination. In addition if this Agreement is terminated while the Plan continues in effect, Company and Administrative Firm may mutually agree in writing that this Agreement shall continue for the purpose of payment of any claims for which requests for reimbursements have been received by the Administrative Firm before the date of such termination and/or for the duration of one run-off period as described in the Plan Document, this Agreement, and attached fee schedules. If this Agreement is continued in accordance with this subsection (c), Company shall pay the monthly service charges according to the attached Fee Schedule during the period that this Agreement is so continued.
- (d) *Survival of Certain Provisions.* Termination of this Agreement shall not terminate the rights or obligations of either party arising out of a period prior to such termination. The indemnity, confidentiality, privacy and security provisions of this Agreement shall survive its termination

Date: _____

By: _____

Date: 9/21/07

By: CITY OF MENASHA
Shed A. Vetrone
Marshall & Ilsley Trust Company, N.A.

SCHEDULE A

Fees & Enrollment Options

CITY OF MENASHA

January 1, 2008 - December 31, 2009

Document Options

A Section 125 Plan Document reflecting plan terms must be adopted prior to administration.
Plan Document to be provided and maintained by:

- ☐ Administrative Firm (fee applies and is invoiced at time of request)
- | | |
|--|----------|
| <u>Initial Standard Plan Document and Elective Full Restatements</u> | \$750.00 |
| <i>(Not an annual fee--applies for initial drafts and elective full restatements only)</i> | |
| - Future regulatory amendments and restatements are provided at no charge | |
| - Reflects M&I's administrative processes for premium conversion, health care FSA (HCFSA), dependent care FSA (DCFSA) and Limited FSA. | |
| - Includes sample short version SPD and Corporate Resolution | |
| - Allows for limited plan modifications | |
|
 | |
| <u>Basic Elective Plan Amendments</u> | \$250.00 |
| - Available to Companies using plan document provided by Administrative Firm to add or change standard benefit options | |
| - Adoption required prior to service/implementation | |

Benefit Options

Invoiced monthly - participant fees are charged from the month coverage begins through the end of the plan year.

Description

- | | |
|--|--|
| <u>Basic FSA – Limited FSA or Traditional FSA</u> | \$4.00 / month |
| - Per participant charge includes participation in one or both spending accounts | |
| - Contributions made by the employer or employee (through pre-tax payroll deduction) | |
| - Optional 2 1/2 months grace period for HCFSA & DCFSA | |
| - 2 1/2 months run-off period for HCFSA & DCFSA | |
|
 | |
| <u>Run-off Period Administration Fee</u> | See the monthly price for selected benefit |
| - Charged only for non-renewing plans if services are required during the grace period (if applicable) and run-off period for contracted plan year | |

Enrollment Options

Invoiced at the time of request or the first month of the plan year.

Description

- | | |
|--|------------------------------|
| <u>On-line Enrollment</u> | No Charge |
| - Forward additional confirmation notifications and modify Plan data for the upcoming plan year. | |
|
 | |
| <u>On-line Enrollment Continuation</u> | \$100.00 |
| - Applies only if open enrollment continues after on-line enrollment ceases for which the Administrative Firm must forward additional confirmation notifications and modify Plan data for the new plan year. | |
|
 | |
| <u>Educational Group Meeting</u> | \$350.00 a day up to 8-hours |
| - Benefit Fair Attendance | |
| - One-on-one Counseling | |
| - Travel and lodging costs are additional | |

<u>PowerPoint FSA Presentation</u>	No Charge
<u>CD FSA Presentation</u>	\$5.00 / CD
<u>Customized CD FSA Presentation</u>	\$100.00 for the first CD and \$5.00 each additional CD
<u>Electronic FSA Information Booklet</u>	No Charge
- PDF version.	
- Company distributes/directs employees to electronic location	
<u>FSA Information Booklet</u>	\$30 / pack of 25 + shipping
- Hard copy version	
- Company distributes	
<u>FSA Payroll Stuffer</u>	\$10 / pack of 100 + shipping
<u>FSA Poster</u>	\$10 /pack of 10 + shipping
<u>Customized Materials</u>	Cost plus 10% + shipping

Debit Card Option

Services

-If selected, debit card services and responsibilities are set forth in a separate agreement.

Fees

One-time Set-Up Fee.....\$500.00

- Includes Bank, VISA, and co-pay system set-up

Annual per participant charge

- Issue To (select one):

☐ Employees electing card option.....\$15.00

☐ All Participants.....\$12.00

-Paid By (select one):

☐ Employee (paid from HCFSAs with pre-tax funds when issued)

☐ Company (invoiced when cards are ordered)

Debit Card Replacement/Reissue.....\$5.00

- Paid By (select one):

☐ Employee

- Fee is charged as a pre-tax claim against the employee's HCFSAs if the employee will be responsible for the fee.
- Employee has the option to reorder the card

☐ Company

Option to Change Card Art.....\$325.00

- Includes adding the Company Logo and/or changing the card design
- Actual cost is determined by extent of customization

ASBESTOS COMPLIANCE INSPECTION CONTRACT AGREEMENT

THIS CONTRACT is entered into by and between the State of Wisconsin, Department of Natural Resources (the Department) and the City of Menasha Department of Public Health (the Contractor) for the purpose of assuring compliance with ch. NR 447, Wis. Adm. Code, pertaining to asbestos compliance inspections fulfilling U.S.EPA's inspection requirements. A general description of the work includes: performing landfill, complaint, renovation, and demolition asbestos inspections. Inspections shall include the collection and submittal of samples, determinations of compliance with ch. NR 447 Wis. Adm. Code, and documentation of findings including written reports and photographs when necessary. For every one of five inspections, the Contractor shall accompany, if feasible, the waste hauler to the waste disposal site to assure compliance with transportation and waste disposal regulations. The Contractor may be called upon to provide testimony in hearings and legal proceedings when violations are discovered.

FOR AND IN CONSIDERATION of the terms and conditions contained in this contract, the above-named parties agree:

1. **PERIOD OF AGREEMENT.** This contract shall commence upon its signing by both parties and be in effect through June 30, 2008, during which period all performance as described in this contract shall be fully completed to the satisfaction of the Department. The contract may be renewed upon mutual agreement by both parties. If renewed, the contract period shall be from July 1, 2008 to June 30, 2009.
2. **CANCELLATION.** The Department reserves the right to cancel this contract in whole or in part, without penalty, due to nonappropriation of funds or for failure of the Contractor to comply with terms, conditions, or specifications of this contract. The Contractor reserves the right to cancel this contract in the event the work as described under paragraph 5 cannot be completed. Both parties agree to give a minimum of a 30 day notice for cancellation of this contract.
3. **ENTIRE CONTRACT; AMENDMENTS.** This contract shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this contract are hereby superseded. Any contractual revisions including cost adjustments and time extensions may be made only by a written amendment to this contract, signed by both parties prior to the ending date of this contract.
4. **ASSIGNMENT.** Neither this contract nor any right or duty in whole or in part under this contract can be assigned, delegated or subcontracted by the Contractor without the prior written consent of the Department. If upon the written consent of the Department this contract or any right or duty in whole or in part is assigned, the Assignee(s) shall expressly agree to assume and perform all relevant obligations expressed under the terms of this contract and be bound by the terms and conditions of this contract, to include the terms and conditions of paragraph 7. Assignment in whole or in part of this contract does not waive the contractual rights of neither party, nor the contractual relationship between the Department and the Contractor and the Department may still seek a remedy under the contract, if applicable, pursuant to law.
5. **DESCRIPTION OF WORK OR PRODUCTS.** The Contractor and the Department agree to provide the following to the satisfaction of both parties:
 - A. The Contractor shall conduct Department compliance inspections throughout the contract period on projects the Contractor routinely inspects as part of their asbestos program. Notifications are prioritized as low, high, and top priorities. The numbers of projects of this type are expected to be 20 per contract period. No more than 4 low priority inspections shall be conducted per contract period, unless approved or directed by the DNR.
 - B. The Contractor shall have thorough knowledge of and be expected to make determinations

regarding compliance issues with specifications for asbestos abatement projects listed in ch. NR 447 Wis. Adm. Code.

- C. The Contractor shall be required to document findings in written reports using Department format and to submit such to the Department. Expert witness testimony may also be required.
- D. All contract positions shall adhere to Federal, State, and Local requirements regarding certification, health monitoring, safety precautions, and the Air Management "Asbestos Abatement/Demolition Inspection Guidelines", as provided by the Department (Attachment A).
- E. All individual(s) performing inspections and determining compliance with ch. NR 447 Wis. Adm. Code shall be certified at the Supervisor Level through the State of Wisconsin's Department of Health and Family Services. Any training necessary in this regard shall be the responsibility of the Contractor.
- F. All individual(s) performing inspections shall meet the requirements outlined in 29 CFR part 1926.1101 and 29 CFR part 1910.1001 to perform asbestos abatement inspections.
- G. The Contractor shall use as guidance the Air Management "Asbestos Abatement/Demolition Inspection Guidelines" (Attachment A).
- H. The Contractor shall supply all equipment necessary to perform asbestos compliance inspections.
- I. The Contractor shall possess a FAX machine to obtain relevant information from the Department for emergency situations.
- J. The Contractor shall perform all asbestos compliance inspections within the term of contract period.
- K. The Contractor shall allow Department personnel to accompany the representative performing inspections upon request.
- L. The Contractor shall possess a camera to document findings during asbestos compliance inspections. Film and processing are the Contractor's responsibility.
- M. Asbestos samples shall be submitted to the Wisconsin State Lab of Hygiene for analysis by polarized light microscopy. For samples less than 10% by area, additional analysis by point counting shall be performed. Sample results shall be submitted as an attachment to the asbestos compliance inspection report. Chain of custody documentation shall accompany all submitted asbestos samples.
- N. Inspection reports shall include determinations of compliance for ch. NR 447 Wis. Adm. Code.
- O. Inspection reports shall be written and submitted to the Central Office within 30 days, using Department Inspection Forms. Violations shall be verbally reported to the Department Asbestos Coordinator as soon as practical after discovery. The contractor and the Department Asbestos Coordinator shall then discuss the potential violations to determine the appropriate enforcement response. If enforcement action is taken, a secondary enforcement action request form and the needed attachments including the inspection report, sampling analysis report and photographic evidence shall be written and submitted to the department within 30 days of determining the appropriate enforcement response. If multiple inspections are warranted for a single project, only one report needs to be submitted. The initial inspection will be payable as an inspection. All follow-up inspections will be considered part of the initial inspection. If an excessive number of

follow-up inspections are required, some of those inspections may be payable as separate inspections; this determination will be made by the Department Asbestos Coordinator.

- P. Inspections shall be performed during actual abatement, prior to demolition for the presence of asbestos or during demolition, to be counted as a completed inspection. Times and dates of projects shall be supplied by the Department. All inspections shall be performed unannounced unless otherwise instructed by the contract administrator. For emergency situations, the Contractor may be requested to perform inspections within hours of notification.
 - Q. When alleged violations are discovered, at least two samples of suspected asbestos containing material shall be collected and chain of custody procedures shall be followed. Split samples should be offered upon request. Containers and chain of custody forms shall be supplied by the Department.
 - R. Photographs of the abatement site shall be taken, including areas where samples are obtained, when alleged violations are discovered.
 - S. For pre-demolition asbestos inspections where friable asbestos containing material is discovered, the Department shall be notified immediately of findings.
 - T. The Contractor reserves the right to determine the potential health risk to employees for each asbestos project and determine the risk management necessary, including the level of involvement.
6. **PAYMENT.** The Contractor, for contract activities satisfactory to the Department, shall receive compensation based on the actual number of inspections performed and reports submitted.
- A. The amount of reimbursement shall be \$10,000 per contract period, payable in quarterly amounts of \$2500. This is based on 20 inspections with their subsequent reports, at \$500 per inspection.
 - B. A reasonable amount of follow-up is included in the payment. This may include attending Department enforcement conferences, or providing expert testimony. Payment beyond this amount shall be negotiated between the Department and the Contractor.
 - C. If the Contractor cannot, at the end of the contract year, meet the inspection commitment specified in par. 6A, an alternative action in lieu of conducting an inspection may be used to meet this commitment. Such an alternative action shall involve educating the public/private sector in the areas of asbestos abatement, health risks of asbestos and/or federal and state asbestos regulations. Such action shall be approved in writing by the Department prior to its implementation. Such an alternative shall be paid at the same rate as an inspection, i.e., \$500 per alternative action.
7. **ENFORCEMENT PROCEEDINGS PARTICIPATION.** Each party recognizes that its employees, representatives or assigns may be needed to testify in enforcement proceedings initiated by the other party and related to the work described under this contract. The parties agree to such participation. Said participation would be without reimbursement for salary or expenses for the testifying party by the other party. However, if the situation is such that non-reimbursement would place an unreasonable burden on the testifying party, then the parties may enter into a separate contract or negotiated agreement for reimbursing the testifying party by the other party.
8. **RECORDS, ACCESS.** The Contractor shall, for a period of five (5) years after completion and acceptance by the Department, maintain books, records, documents and other evidence directly pertinent to performance on work under this contract in accordance with generally accepted accounting principles and practices. The Contractor shall also maintain the financial information and data used in the preparation or support of the cost submission in effect on the date of execution of this contract and a copy

of the cost summary submitted to the Department. The Department and its agents, including the U.S.EPA and duly-authorized representatives shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit and copying. The Contractor shall provide proper facilities for such access and inspection. In addition, those records which relate to any dispute, appeal or litigation, or the settlement of claims arising out of such dispute, performance, or costs or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such dispute, appeal, litigation, claim or exception.

9. **CONFIDENTIALITY.** Subject to Wisconsin's Open Records Law, either party, at the request of the other party, shall take steps necessary to ensure confidentiality of records and complaints in the event that such confidentiality is necessary to guarantee un-compromised enforcement actions.
10. **INDEPENDENT CONTRACTOR.** The Department agrees that the Contractor shall have sole control of the method, hours worked, and time and manner of any performance under this contract other than as specifically provided herein. The Department reserves the right only to inspect the project site or premises for the purpose of insuring that the inspection has been completed in compliance with the contract or for routine follow-up. The Department takes no responsibility for supervision or direction of the performance of the contract to be performed by the Contractor or the Contractor's employees or agents. The Department further agrees that it shall exercise no control over the selection and dismissal of the Contractor's employees or agents.
11. **LIABILITY.** The work to be performed under this contract is to be performed entirely at Contractor's risk. Contractor hereby assumes all liability with all work and all services to be provided by the Contractor under this contract.
12. **INSURANCE RESPONSIBILITY:** The contractor performing services for the State of Wisconsin shall:
 - A. Maintain worker's compensation insurance for all employees engaged in the work.
 - B. Maintain commercial liability and property damage insurance against any claim(s), which might occur in carrying out this agreement/contract. Minimum coverage shall be one million (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned, and hired vehicles that are used in carrying out the contract. Minimum coverage shall be one million (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
 - C. Provide an insurance certificate indicating this coverage, counter-signed by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to issuance of the purchase order or before commencement of the contract.
 - D. The state reserves the right to require higher or lower limits where warranted.
13. **NONDISCRIMINATION.** In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure equal employment opportunities. The Contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by

the Department setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the Contractor being declared an "ineligible" contractor, termination of the contract, or withholding of payment.

14. **AFFIRMATIVE ACTION.** If this contract is for an amount of twenty-five thousand dollars (\$25,000) or more the Contractor agrees to submit a written affirmative action plan to the Department within 15 business days after the contract commences if an acceptable plan is not already on file with the State of Wisconsin. (Contractors with an annual work force of fewer than twenty-five employees are exempted from this requirement.) Failure to comply with the conditions of this clause may result in the Contractor being declared an "ineligible" contractor, termination of the contract, or withholding of payment.
15. **APPLICABLE LAW.** This contract shall be governed by the laws of the State of Wisconsin. The Contractor shall at all times comply with all federal, state and local laws, ordinances and regulations in effect during the period of this contract.
16. **ANTITRUST ASSIGNMENT.** The Contractor and the Department recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the Department. Therefore, the Contractor hereby assigns to the Department any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.
17. **PAYMENT TERMS AND INVOICING.** Payment shall be considered timely if the payment is mailed, delivered, or transferred by the later of the following:
 - A. The date specified on a properly completed invoice for the amount specified in the order or contract, or
 - B. Within thirty (30) days after receipt of a properly completed invoice or receipt and acceptance of the property or service under the order or contract or within thirty (30) days after receipt of an improperly completed invoice or receipt and acceptance of the property or service under the order or contract, whichever is later if the Department does not notify the sender of receipt of an improperly completed invoice within ten (10) working days after it receives the invoice of the reason it is improperly completed.
18. **TAXES.** The Department is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials. The State of Wisconsin has issued tax exempt number ES 40690 to the Department.
19. **TAX DELINQUENCY.** Contractors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
20. **ADDRESSES.** All correspondence, such as payments, shall be directed to the appropriate contact person listed below. Changes in the information listed below shall be forwarded to the other party when effective and will become part of this agreement without a formal amendment.

State of Wisconsin:
Department of Natural Resources
101 South Webster St., Box 7921
Madison, WI 53707-7921
ATTN: Amy Walden, AM/7
Phone: 608/266-3658
FAX: 608/267-0560

City of Menasha:
Health Department
140 Main St
Menasha, WI 54952
ATTN: Todd Drew, Public Health Inspector
Phone: 920/751-5119
FAX: 920/967-5273

21. **TITLES.** Paragraph headings are for ease of reference and not intended to have any meaning in themselves.

IN WITNESS WHEREOF, the parties by their signatures shall cause this contract to be executed.

Signed for and on behalf of:

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Date 9-27-07

By:

Title:

Jane Lauderdale for
Matthew Frank
Secretary

Signed for and on behalf of:

CITY OF MENASHA
HEALTH DEPARTMENT

Date _____

By: _____

Title: _____

Approved as to form

JSB 10/5/07
Jeffrey S. Brandt, City Attorney

JOINT POWERS AGREEMENT WINNEBAGO COUNTY 911 EMERGENCY SYSTEM

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 146.70, Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the **City of Menasha**, municipality", as follows:

1. That effective **December 1, 2007**, this Agreement shall, thereafter, be applicable on a daily basis from said date through **November 30, 2008**
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may

develop special ad-hoc, advisory task forces to research regional communication network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 146.70 (9)(c), Wis. Stats.

WINNEBAGO COUNTY

By: Mark L. Harris
Winnebago County Executive
Mark L. Harris

Date: 9/25/07

By: Susan T. Ertmer
County Clerk
Susan T. Ertmer

Date: 9-25-07

CITY OF MENASHA

By: _____
Mayor

Date: _____

By: _____
City Clerk

Date: _____

ORIGINAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning October 15 20 07 ;
ending June 30 20 08

TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } Menasha
☒ City of }

County of Calumet Aldermanic Dist. No. (if required by ordinance)

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY
☒ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶

Kwik Trip, Inc., 1626 Oak St., P.O. Box 2107, La Crosse, WI 54602-2107

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

	Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>President</u>	<u>Donald P. Zietlow</u>	<u>2802 Bergamot Pl., Onalaska, WI 54650</u>	
Vice President/Member				
Secretary/Member	<u>Secretary</u>	<u>Steven D. Zietlow</u>	<u>N2448 Three Town Rd., La Crosse, WI 54601</u>	
Treasurer/Member				
Agent ▶	<u>Store Leader</u>	<u>Michelle M. Wucki</u>	<u>W4753 Center Valley Rd., Black Creek, WI 54106</u>	
Directors/Managers		<u>Donald P. Zietlow and Steven D. Zietlow</u>		

3. Trade Name ▶ Kwik Trip #743 Business Phone Number (920) 830-0464

4. Address of Premises ▶ 1870 Highway 10 and 114 Post Office & Zip Code ▶ Menasha 54952

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state Wisconsin and date 10/7/64 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Please see enclosed list. ☒ Yes ☐ No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) One-story frame construction with storage in coolers & back room.

10. Legal description (omit if street address is given above):

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? LJL Holdings dba Menasha Shell

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No

13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] ☒ Yes ☐ No

14. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 23rd day of August, 20 07

Deanna Harker
(Clerk/Notary Public)

My commission expires 2-14-10

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>8/27/07</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Applicant's Wisconsin Seller's Permit Number: <u>004-0000287614-01</u>	
Federal Employer Identification Number (FEIN): <u>39-1036365</u>	
LICENSE REQUESTED ▶	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Wholesale beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
Publication fee	\$ <u>50.00</u>
TOTAL FEE	\$

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Zietlow		Donald	Paul	[REDACTED]	
HOME ADDRESS (Street/Route)		POST OFFICE		STATE	ZIP CODE
2802 Bergamot Pl.		Onalaska		WI	54650
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
608-779-0469		[REDACTED]	[REDACTED]	[REDACTED]	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.

☒ President of Kwik Trip, Inc.
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 72 Years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? Yes ☐ No ☒
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes ☐ No ☒
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes ☐ No ☒
(If yes, identify.) _____
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes ☐ No ☒
(If yes, identify.) _____
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	From	Employed To
Kwik Trip, Inc.,	1626 Oak St., La Crosse, WI 54603	9/1/89	Present
Gateway Foods	La Crosse, WI	1963	1989

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 23rd day of August, 2007
Glennia Hapke
(CLERK/NOTARY PUBLIC)

Donald P. [Signature]
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 02-14-10

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Zietlow		Steven	Donald	[REDACTED]	
HOME ADDRESS (Street/Route)			POST OFFICE	STATE	ZIP CODE
N2448 Three Town Rd.			La Crosse	WI	54601
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
608-787-5842		[REDACTED]	[REDACTED]	[REDACTED]	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Secretary of Kwik Trip, Inc.
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 36 Years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? . Yes ☐ No ☒
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes ☐ No ☒
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes ☐ No ☒
(If yes, identify.) _____
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes ☐ No ☒
(If yes, identify.) _____
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	From	Employed To
Kwik Trip, Inc	1626 Oak St., La Crosse, WI 54603	7/11/94	Present
NA			

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 23rd day of August, 2007
Deanna Haffer
(CLERK/NOTARY PUBLIC)

Steven D Zietlow
(SIGNATURE OF NAMED INDIVIDUAL)

My commission expires 2-14-10

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

INDIVIDUAL'S FULL NAME (Please Print) (Last Name)		(First Name)	(Middle Name)	SOCIAL SECURITY NUMBER	
Wucki		Michelle	Marie	[REDACTED]	
HOME ADDRESS (Street/Route)		POST OFFICE		STATE	ZIP CODE
W4753 Center Valley Rd.		Black Creek		WI	54106
HOME PHONE NUMBER		AGE	DATE OF BIRTH	PLACE OF BIRTH	
(920) 882-3966		[REDACTED]	[REDACTED]	[REDACTED]	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an **individual**.
- ☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ **Agent** of **Kwik Trip, Inc.**
(Officer/Director/Member/Manager/Agent) (NAME OF CORPORATION, LIMITED LIABILITY COMPANY OR NONPROFIT ORGANIZATION)
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

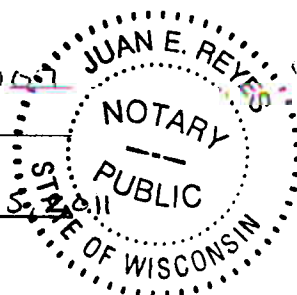
- How long have you continuously resided in Wisconsin prior to this date? All my life
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any municipality? Yes ☐ No ☒
(If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending.) (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any municipality? Yes ☐ No ☒
(If yes, describe status of charges pending.)
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes ☒ No ☐
(If yes, identify.) Currently agent of Kwik Trip #743 located in Town of Harrison, move to new business location in Menasha pending.
(NAME, LOCATION AND TYPE OF LICENSE/PERMIT)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer license, brewery permit or wholesale liquor permit in the State of Wisconsin? Yes ☐ No ☒
(If yes, identify.) _____
(NAME OF WHOLESALE LICENSEE OR PERMITTEE) (ADDRESS BY CITY AND COUNTY)
- Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	Employed To
Kwik Trip, Inc.,	1626 Oak St., La Crosse, WI 54603	2/16/94	Present
Norrell Temp Services	1500 Casaloma Dr., Appleton, WI	10/91	5/92
Oakridge Gardens Nursing	1700 Midway Rd., Appleton, WI	10/89	1/94

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 22 day of August, 2007
Juan E. Reyes
(CLERK/NOTARY PUBLIC)



My commission expires 2/14/2010 May 15, 2011

Michelle Wucki
(SIGNATURE OF NAMED INDIVIDUAL)

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town/Village/City of Menasha County of Calumet

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Kwik Trip #743

(trade name)

located at 1870 Highway 10 and 114, Menasha, WI 54952

appoints Michelle M. Wucki

(name of appointed agent)

W4753 Center Valley Rd., Black Creek, WI 54106

(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Agent of Kwik Trip #743 which is currently located in the Town of Harrison, move of business to a new location in the City of Menasha is in process.

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? All my life

Place of residence last year W4753 Center Valley Rd., Black Creek, WI

For: Kwik Trip, Inc.

(name of corporation/organization/limited liability company)

By: Michelle M. Wucki Doreen P. J...

(signature of officer/member/manager)

And: Steven D. J...

(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Michelle M. Wucki, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Michelle M. Wucki

(signature of agent)

8/21/2007

(date)

Agent's age

W4753 Center Valley Rd., Black Creek, WI 54106

(home address of agent)

Date of birth

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on August 29 by [Signature]
(date) (signature of proper local official)

Title Chief of Police
(town chair, village president, police chief)



Memorandum

TO: Debbie Galeazzi, City of Menasha Clerk

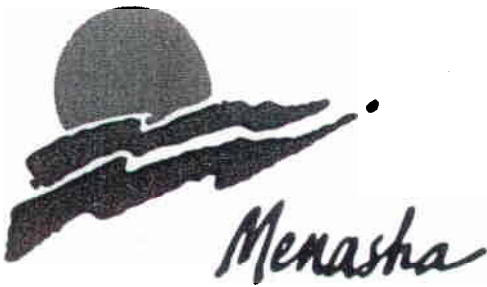
FROM: Assistant Chief/Fire Marshall Al Auxier

DATE: October 11, 2007

RE: Liquor License, Kwik Trip

I did a walk through at the Kwik Trip, 1870 Hwy 10 & 114, on October 10, 2007 and found the building in a condition that would allow me to approve the liquor license request for this occupancy.

If you have any questions or concerns please email or give me a call.



City of Menasha • Department of Community Development

To: Debbie Galeazzi
From: Building Inspection Department
Date: 10/11/07

RE: Liquor License Inspection

Address: Hyw. 10-114 Kwik Trip

The premise at the above address has been inspected for compliance with State and Local Building Codes and found to be:

☒ **COMPLIANT**

☐ **NON - COMPLIANT**
Recommend delaying license approval until all
Violations are corrected.

*Inspected on 10/11/07 - Emergency lights to
be installed.*

Respectfully submitted

Dennis Jansen

City of Menasha Building Inspector

Dan Coffey

City of Menasha Building Inspector



TO: City of Menasha Common Council

FROM: Todd Drew, R.S. – Sanitarian
City of Menasha Health Dept.

DATE: October 11, 2007

RE: Liquor License Inspection, Kwik Trip

An inspection was conducted at Kwik Trip, 1870 STH 10/114 regarding a liquor license application.

The health inspection conducted in this building included standard sanitation, equipment condition, food safety, plumbing, employee hygiene, toilet and hand washing facilities, insect and rodent control and general condition using Wisconsin Administrative Code and the Wisconsin Food Code (Food Establishment Code) as a basis for inspection procedures.

The inspection conducted in this establishment did not cite any health-related violations which would necessitate a recommendation to hold this liquor license application.

If you should have any questions regarding this information, please do not hesitate to contact me.

"CLASS A" RETAIL LICENSE

No. 07-CCA4
\$ 525.00
City of Menasha
140 Main Street
Menasha, WI 54592

**COMBINATION
FORM**

**for the sale of
FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS**

WHEREAS, the local governing body of the City of Menasha, County of Winnebago, Wisconsin, has, upon application duly made, granted and authorized the issuance of a Retail Class "A" License to **LJL Station, Inc.,**

d/b/a Waverly Beach Shell, Jesse Lee Lanser/Agent to sell Fermented Malt Beverages as defined by and pursuant to Section 125.25 of the Statutes of the State of Wisconsin, and Local Ordinances and the said applicant has paid to the treasurer the sum of \$ 225.00 for such Class "A" Retailer's Fermented Malt Beverage License as required by local ordinances,

AND WHEREAS, the local governing body has granted and authorized the issuance of a "Class A" Intoxicating Liquor License to said applicant to sell intoxicating liquor as defined in and pursuant to Section 125.51(2) of the Statutes of the State of Wisconsin and local ordinances and the said applicant has paid to the treasurer the sum of \$300.00 for such "Class A" Intoxicating Liquor License as provided by local ordinances and has complied with all the requirements necessary for obtaining such licenses, **LICENSES ARE HEREBY ISSUED** to said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages and Intoxicating Liquors at the following described premises:

Convenience Store on the premises located at W7298 Hwy 10 & 114, Menasha, WI

FOR THE PERIOD: July 1, 2007 - June 30, 2008

Given under my hand and the corporate seal of the City
of Menasha, County of Winnebago, State of Wisconsin,
this 22nd day of June, 2007.

Dekora A. Saluzzi

(Corporate Seal)

City Clerk

This License must be FRAMED and POSTED in a conspicuous place in the room where Fermented Malt Beverages and Intoxicating Liquors are sold or served.

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the City of Menasha (the Issuer) to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on February 20, 1995. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19 of the Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s) /account(s) described below:

Lake Park Villas Storm Water Retention Pond

OR

City of Menasha General Fund

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purpose is reasonably expected on the date hereof, to be \$200,000.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (three (3) years if the Issuer is a "small Issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than three (3) years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this fifteenth day of October, 2007

By: _____
Thomas R. Stoffel

Title: Comptroller/Treasurer

Each of the expenditures described must be one of the following: a capital expenditure (i.e. any cost which is properly chargeable to a capital account or would be so chargeable with a proper election), a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.

CITY OF MENASHA DISBURSEMENTS

Accounts Payable for 10/4/07-10/11/07 Checks # 14288-14445	\$ 417,110.25
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Payroll Checks for 10/4/07-10/11/07 Checks # 34866-35108	<u>147,154.64</u>
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Total	\$ 564,264.89
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**Gaps in the sequence of accounts payable check numbers may be caused by: voiding checks at the start of a new check run to set up printing of the checks correctly, having a large number of invoices on a particular vendor which causes the payment to be printed on more than one accounts payable check , incorrect alphabetizing of a vendor causing the accounts payable check to appear out of sequence or software/printer problems which result in accounts payable checks being printed incorrectly and needing to be discarded.

Menasha Employees Credit Union-Employee Deductions

Menasha Employees Local 1035-Union Dues

Menasha Employees Local 1035B-Union Dues

Wisconsin Support Collections-Child/Spousal Support

United Way-Employee Donations

AMT-Garnishments

Date: Thursday, October 04, 2007
Time: 12:18PM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

Page: 1 of 11
Report: 03630Alt.rpt
Company: 31100

Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
01030 AAA SANITATION INC	148157	31100	55	07-202-209	165.00	HANDICAP PORTABLE TOILETS/BOAT
	148156	31100	55	07-202-209	72.59	HANDICAP PORTABLE TOILETS/BRIG
Check Date	10/4/2007	Check Nbr	014288	Check Total:	237.59	
01054 ACCENT FLORAL & GIFTS LLC	10781/10968	31100	55	04-221-316	104.00	HUSS/LACEY SYMPATHY PLANTS
				Check Total:	104.00	
Check Date	10/4/2007	Check Nbr	014289	Check Total:	104.00	
01060 ACCURATE ALIGNMENT INC	7016037	31731	54	10-149-294	776.23	VEHICLE REPAIR
				Check Total:	776.23	
Check Date	10/4/2007	Check Nbr	014290	Check Total:	776.23	
01075 ACCURATE SUSPENSION WAREHOUSE	7016070	31731	54	10-149-300	207.32	BAND SAW BLADES/BRAKELEEN
				Check Total:	207.32	
Check Date	10/4/2007	Check Nbr	014291	Check Total:	207.32	
01200 AFFINITY EAP	100207	31100	51	02-105-337	250.00	SUPERVISOR DOT ALCOH/DRUG TRNG
				Check Total:	250.00	
Check Date	10/4/2007	Check Nbr	014292	Check Total:	250.00	
01465 ALL-SPORT TROPHY	38560	31100	55	07-201-300	197.20	GRUNSKI MEDALS
				Check Total:	197.20	
Check Date	10/4/2007	Check Nbr	014293	Check Total:	197.20	
01600 AMERICAN MILLWORK & HARDWARE	106159	31266	54	10-308-300	89.68	24" POLY HEAD RAKE
				Check Total:	89.68	
Check Date	10/4/2007	Check Nbr	014294	Check Total:	89.68	
01680 ANCHOR BANK	100107	31100	55	04-221-316	50.00	BOND 25 YR MEMBER BOB ASMUS
				Check Total:	50.00	
Check Date	10/4/2007	Check Nbr	014295	Check Total:	50.00	
01797 MARGARET ARNEMAN	100107	31100	21	04-269-000	10.00	REFUND TRIP CANCELLATION
				Check Total:	10.00	
Check Date	10/4/2007	Check Nbr	014296	Check Total:	10.00	

Date: Thursday, October 04, 2007
Time: 12:18PM
User: MGRIESBACH

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02040 BADGER HIGHWAYS CO INC	137627	31100	54	10-121-300	20,988.51	PAVING PROJ/BINDER/STONE
	137679	31100	54	10-121-300	30,290.40	PAVING PROJECT BEHIND CALDER
	137723	31100	54	10-121-300	159.47	HOTMIX ASPHALT
	137735	31100	54	10-121-300	150.00	TACK COAT B
Check Date	10/4/2007	Check Nbr	014297	Check Total:	51,588.38	
02050 BADGER LAB & ENGINEERING INC	INV000031275	31201	54	10-301-212	752.00	GRAPHICS PACKAGING WASTEWTRS
	INV000031276	31201	54	10-301-212	1,087.00	INTERTAPE POLYMER WASTEWATERS
	INV000031277	31201	54	10-301-212	752.00	ALCAN PACKAGING WASTEWATERS
	INV000031278	31201	54	10-301-212	752.00	GUNDERSON CLEANERS WASTEWATERS
	INV000031279	31201	54	10-301-212	752.00	WHITING PAPER WASTEWATERS
Check Date	10/4/2007	Check Nbr	014298	Check Total:	4,095.00	
02335 BECK ELECTRIC INC	D283	31207	55	07-205-240	105.38	LIGHT BULBS AT MARINA
Check Date	10/4/2007	Check Nbr	014299	Check Total:	105.38	
02347 MARK BECKER	092807	31100	22	04-101-000	30.00	OVERPAYMENT PAVILION RENTAL
Check Date	10/4/2007	Check Nbr	014300	Check Total:	30.00	
02410 BERGSTROM	CTCB724176	31731	54	10-149-294	836.40	BODY WORK
Check Date	10/4/2007	Check Nbr	014301	Check Total:	836.40	
02615 MARK BOERBOOM	070206	31100	52	08-101-338	9.67	CRT TRAINING
		31100	52	08-101-338	-9.67	VOID CHECK 8670/OVER YEAR OLD
Check Date	10/4/2007	Check Nbr	014303	Check Total:	0.00	
02623 BOMSKI CONSTRUCTION &	100307	31278	53	09-116-701	5,056.00	LHR/REHAB PROGRAM
Check Date	10/4/2007	Check Nbr	014304	Check Total:	5,056.00	

Date: Thursday, October 04, 2007
Time: 12:18PM
User: MGRIESBACH

CITY OF MENASHA
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
02717 JEFFREY BRANDT	100107	31100	51	02-103-331	63.05	MILEAGE
	100107	31100	51	02-103-333	10.00	MEALS
	100107	31100	51	02-105-331	44.62	MILEAGE
	Check Date	10/4/2007	Check Nbr	014305	Check Total:	117.67
02730 BRAZEE ACE HARDWARE	52191	31100	55	07-202-240	9.99	WATER HEATER AT SMITH PARK
	52506	31100	55	07-202-240	6.48	SHELF BRACKETS AT SMITH PARK
	52591	31100	55	07-203-240	1.58	SCREEN FOR POOL FURNACE
	Check Date	10/4/2007	Check Nbr	014306	Check Total:	18.05
02780 BRUCE MUNICIPAL EQUIPMENT INC	5072794	31731	54	10-149-383	213.91	WASHER/PIVOT ASSEMBLY
	Check Date	10/4/2007	Check Nbr	014307	Check Total:	213.91
03090 CANTILEVER	092507	31485	56	03-202-822	322.50	NATURES WAY HOUSING DEV
	Check Date	10/4/2007	Check Nbr	014308	Check Total:	322.50
03145 CAREW CONCRETE & SUPPLY CO INC	740682	31100	54	10-134-300	74.00	BAG SLURRY
	740682	31201	54	10-301-300	74.00	BAG SLURRY
	743674	31100	54	10-134-300	72.00	CONCRETE
	Check Date	10/4/2007	Check Nbr	014309	Check Total:	220.00
03225 CB SUPPLY COMPANY INC	0133695-IN	31731	54	10-149-383	3.62	SET COLLAR
	Check Date	10/4/2007	Check Nbr	014310	Check Total:	3.62
03585 COMMUNITY HOUSING COORDINATOR	92	31261	56	03-207-216	5,000.00	NATURES WAY/CDBG/HOME PROJ
	Check Date	10/4/2007	Check Nbr	014311	Check Total:	5,000.00
04136 DAVIS & STANTON	13428	31100	52	08-101-315	265.25	UNIFORM COMMENDATION BARS
	Check Date	10/4/2007	Check Nbr	014312	Check Total:	265.25

Date: Thursday, October 04, 2007
Time: 12:18PM
User: MGRIESBACH

CITY OF MENASHA
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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
05267 EXTENDED STAY AMERICA	100307	31263	56	03-207-701	2,233.73	CDBG PROGRAM
Check Date	10/4/2007	Check Nbr	014313		Check Total:	2,233.73
06010 FABCO EQUIPMENT INC	C153024	31731	54	10-149-383	258.11	VALVE/TREADLE
Check Date	10/4/2007	Check Nbr	014314		Check Total:	258.11
06040 FAHRNER ASPHALT SEALERS INC	M0003-970136-B	31100	54	10-121-216	20,792.07	CHIP SEAL PROGRAM
Check Date	10/4/2007	Check Nbr	014315		Check Total:	20,792.07
07080 GANNETT WISCONSIN NEWSPAPERS	091907	31100	51	10-115-322	130.00	OSHKOSH NORTHWESTERN RENEWAL
Check Date	10/4/2007	Check Nbr	014316		Check Total:	130.00
07130 GE CHEMICAL	3469	31731	54	10-149-300	261.25	75-55 GAL DRUM
Check Date	10/4/2007	Check Nbr	014317		Check Total:	261.25
07460 GREEN BAY HIGHWAY PRODUCTS LLC	13890	31100	54	10-134-300	475.00	FABRIC FOR CATCHBASINS
Check Date	10/4/2007	Check Nbr	014318		Check Total:	475.00
07580 GUNDERSON UNIFORM & LINEN RENT	1219972	31100	52	08-101-313	29.95	TOWEL/MAT SERVICE
Check Date	10/4/2007	Check Nbr	014319		Check Total:	29.95
09290 INTERSTATE BATTERY OF GREEN BA	90040057	31731	54	10-149-383	62.95	BATTERY
Check Date	10/4/2007	Check Nbr	014320		Check Total:	62.95
09330 IOD INCORPORATED	0022-AG-32463	31100	52	08-101-215	19.24	THEDA CLARK RETRIEVE FEE
	022-AG-32450	31100	52	08-101-215	22.13	THEDA CLARK RETRIEVE FEE
Check Date	10/4/2007	Check Nbr	014321		Check Total:	41.37

Date: Thursday, October 04, 2007
Time: 12:18PM
User: MGRIESBACH

CITY OF MENASHA
Check Register - w/Alternate Description

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
11155 KITZ & PFEIL INC	082114-0043	31100	55	07-202-240	11.60	REPAIRS IN SEVERAL BUILDINGS
	082214-0125	31100	53	09-212-240	6.45	SPRAY ENAMEL
	082314-0049	31100	55	07-202-300	31.45	TRIM LINE
	082314-0078	31100	54	10-131-300	32.06	BLADES/DISPENSERS/STAPLES
	082314-0170	31100	55	07-202-240	3.74	HART PARK FOUNTAIN
	082414-0007	31100	54	10-131-300	3.86	BLADE
	082414-0102	31100	55	07-202-300	19.96	CONCRETE/FIX SIGN AT BARKER
	082414-0103	31100	55	07-202-300	4.99	CONCRETE/BARKER SIGN REPAIR
	082714-0006	31100	53	09-212-240	1.01	EMER LIGHT CONNECTORS
	082714-0073	31100	51	10-115-300	28.18	AIR FRESHENER BATTERIES
	082914-0019	31100	52	09-307-300	11.67	SPRAY ENAMEL
	083003-0023	31731	54	10-149-383	17.29	AIR FILTER CARTRIDGE/UNDERCOAT
	083114-0059	31100	54	10-134-300	23.64	KNIFE/BLADE/CATCHBASIN FABRIC
	090414-0012	31100	55	07-202-315	10.78	SIPHON PUMP
	090509-0051	31100	55	07-202-240	17.98	GFT COVERS/VANDALISM BARKER
	090514-0037	31100	55	07-202-315	17.53	REEL/STAND/TWIND/SOCCER FIELD
	090514-0052	31100	55	07-202-240	12.87	PAINT/ISLE OF VALOR/SMITH
	090514-0052	31100	55	07-203-240	2.13	HARDWARE MISC/POOL
	090514-0116	31100	55	10-215-313	19.21	SOAP/TRASH BAGS/PAPER TOWELS
	090609-0017	31100	54	10-304-300	18.87	GARBAGE TAGS
	090614-0001	31100	55	07-202-240	31.76	PAINT SUPPLIES/MEMORIAL BLDG
	090614-0007	31100	55	07-202-240	10.76	PAINT/REPAIR MEM COLUMNS
	090709-0006	31100	55	07-202-300	3.67	MERCURY KIT
	090714-0001	31100	55	07-203-240	6.99	POOL PUMP HOSE
	090714-0012	31100	55	07-202-315	2.50	MERCURY CLEAN UP
	091003-0012	31100	55	07-202-315	22.82	SOCKETS
	091109-0008	31100	55	07-202-240	19.68	MARKING PAINT/JEFFERSON PARK
	091114-0136	31100	54	10-121-300	7.38	PROPANE FOR PAVER
	091303-0018	31100	55	07-202-315	6.72	EDGER BLADE
	091303-0011	31100	55	07-202-315	-1.46	EDGER BLADE RETURN
	091314-0088	31100	55	07-202-240	4.07	BULBS/MARKERS
	091314-0088	31100	55	07-203-240	17.85	TAPE/PAINT
	091414-0056	31100	55	07-202-240	6.74	WASHER/KOSLO

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	091714-0029	31100	55	07-202-240	9.89	REPAIRS AT KOSLO
	091714-0150	31100	55	07-202-240	22.93	ADAPTER/TUBE CUTTER
	091814-0041	31100	53	09-212-240	9.32	SENIOR CENTER SHUTTER PAINT
	091914-0004	31100	54	10-124-300	30.96	SALT SHED KEYS
	091914-0015	31731	54	10-149-300	23.94	DUCT TAPE
	091914-0075	31100	53	09-212-240	11.48	SENIOR CENTER SHUTTER PAINT
	091914-0107	31100	55	07-202-240	8.21	SPRINGS DOOR CLOSER
	092014-0088	31100	53	09-212-240	11.48	SENIOR CENTER SHUTTERS
	Check Date	10/4/2007	Check Nbr	014325	Check Total:	562.96
11165 KJ WASTE SYSTEMS INC	100107	31266	54	10-307-216	1,134.00	CORRUGATE/CO-MINGLE/CONT RENT
	Check Date	10/4/2007	Check Nbr	014326	Check Total:	1,134.00
11175 LORETTA KJEMHUS	093007	31100	53	09-102-331	11.88	MILEAGE
	093007	31100	53	09-118-331	6.84	MILEAGE
	Check Date	10/4/2007	Check Nbr	014327	Check Total:	18.72
11315 KRUEGER TRUE VALUE	860690	31100	53	07-401-315	30.13	GREASE GUN/HOSE
	Check Date	10/4/2007	Check Nbr	014328	Check Total:	30.13
12250 LAWSON PRODUCTS INC	6003108	31731	54	10-149-300	287.71	WASHERS/CABLE TIES/SAW BLADE
	6044883	31731	54	10-149-300	84.98	NUTS/WASHER/BATTERY/MISC
	Check Date	10/4/2007	Check Nbr	014329	Check Total:	372.69
12375 LEVENHAGEN CORPORATION	60993	31207	55	07-205-381	2,417.23	LEAD FREE GAS
	0029977-IN	31731	54	10-149-300	57.60	ULTRA RED
	Check Date	10/4/2007	Check Nbr	014330	Check Total:	2,474.83
13045 MANDERFIELD BAKERY	272512	31100	55	07-201-300	14.50	GRUNSKI RUNSKI PRODUCTS
	Check Date	10/4/2007	Check Nbr	014331	Check Total:	14.50

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13149 MATTHEWS COMMERCIAL TIRE CTR	022221	31731	54	10-149-382	611.40	TIRE REPAIR
	022310	31731	54	10-149-382	123.12	TIRE REPAIR
	Check Date	10/4/2007	Check Nbr	014332	Check Total:	734.52
13150 MATTHEWS TIRE & AUTO SERVICE	320871	31731	54	10-149-382	509.15	VEHICLE REPAIR
	Check Date	10/4/2007	Check Nbr	014333	Check Total:	509.15
13360 MENASHA ELECTRIC & WATER UTILI	090807	31100	54	10-143-223	14,170.13	PUBLIC STREET LIGHTING
	092607	31100	54	10-143-223	3,985.21	CORRECTED STREET LIGHT BILLING
	Check Date	10/4/2007	Check Nbr	014334	Check Total:	18,155.34
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	2,007.00	
	Check Date	10/4/2007	Check Nbr	014335	Check Total:	2,007.00
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	248.00	
	Check Date	10/4/2007	Check Nbr	014336	Check Total:	248.00
13445 MENASHA PUBLIC WORKS FACILITY	100107	31100	54	10-124-311	41.00	STAMPS
	Check Date	10/4/2007	Check Nbr	014337	Check Total:	41.00
13455 MENASHA SENIOR CENTER	092707	31100	21	04-269-000	80.00	TIP/DRIVER/DOOR CO BUS TRIP
	092707	31100	21	04-289-000	6.39	CRAFT CLASS SUPPLIES
	Check Date	10/4/2007	Check Nbr	014338	Check Total:	86.39
13460 MENASHA TREASURER	100107	31100	55	04-221-316	250.00	DOOR PRIZES 25 YEAR DINNER
	Check Date	10/4/2007	Check Nbr	014339	Check Total:	250.00
13520 BRIAN METTILLE &	091707	31263	56	03-207-701	2,527.54	CDBG PROGRAM
	091707	31263	56	03-207-701	-2,527.54	VOID/PAY TO EXTENDED STAY
	Check Date	10/4/2007	Check Nbr	014340	Check Total:	0.00

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13755 MORTON SAFETY	218132	31731	54	10-149-300	23.20	EAR PLUGS
	217631	31100	55	07-202-313	96.51	VANDALISM CLEANING SUPPLIES
Check Date	10/4/2007	Check Nbr	014341	Check Total:	119.71	
13785 MOTION INDUSTRIES INC	WI25-422035	31731	54	10-149-383	75.91	PARTS
	Check Date	10/4/2007	Check Nbr	014342	Check Total:	75.91
14010 N&M AUTO SUPPLY	186815	31731	54	10-149-383	108.40	DISK BRAKE PADS/ROTOR
	186471	31731	54	10-149-383	4.56	EXH PIPE
	187464	31731	54	10-149-383	26.10	DAYTIME RUNNING LAMP
	188327	31731	54	10-149-383	17.52	HEADLIGHT SWITCH
	188315	31731	54	10-149-383	25.12	HALOGEN CAPSULES/PLUG
Check Date	10/4/2007	Check Nbr	014343	Check Total:	181.70	
14220 NEENAH-MENASHA SEWERAGE COMM	2007-179	31201	54	10-302-250	18,789.00	NMSC BOND ISSUES/INT/DEBT
	2007-173	31201	54	10-302-250	76,994.54	WASTEWATER TREATMENT
	2007-156	31201	54	10-301-211	638.00	FOX RIVER CLEANUP
	2007-158	31201	54	10-301-211	10,008.59	FOX RIVER CLEANUP
Check Date	10/4/2007	Check Nbr	014344	Check Total:	106,430.13	
15210 ORIENTAL TRADING CO INC	618625709-01	31100	55	07-201-300	16.90	TINY TOTS SUPPLIES
	Check Date	10/4/2007	Check Nbr	014345	Check Total:	16.90
16300 PIGGLY WIGGLY #24	1425	31827	53	09-212-300	31.63	HALLOWEEN PARTY SUPPLIES
	Check Date	10/4/2007	Check Nbr	014346	Check Total:	31.63
18093 MONICA RASMUSSEN	100107	31733	51	02-116-730	275.00	CLAIM AGAINST THE CITY
	Check Date	10/4/2007	Check Nbr	014347	Check Total:	275.00

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18160 REDI-WELDING CO	13583	31100	55	07-202-240	40.00	WELD CAST IRON PUMP HANDLE
	Check Date 10/4/2007	Check Nbr	014348		Check Total:	40.00
18370 RIESTERER & SCHNELL INC	482717	31731	54	10-149-383	69.55	IGNITOR
	482836	31731	54	10-149-383	188.89	STOCK
	Check Date 10/4/2007	Check Nbr	014349		Check Total:	258.44
19285 SECURITY FENCE & SUPPLY CO INC	2007-16040-IN	31100	55	07-202-243	3.00	PLAYGROUND FIX
	Check Date 10/4/2007	Check Nbr	014350		Check Total:	3.00
19325 SERVICE MOTOR COMPANY	IV52413	31731	54	10-149-383	142.72	SHOCK
	Check Date 10/4/2007	Check Nbr	014351		Check Total:	142.72
19356 SHERWIN-WILLIAMS CO	6675-2	31100	55	07-202-240	129.80	PAINT MEMORIAL BUILDING
	Check Date 10/4/2007	Check Nbr	014352		Check Total:	129.80
19380 SHOPKO STORES INC	51511	31100	55	07-201-300	14.61	PLAYGROUND SUPPLIES
	51530	31100	55	07-201-300	35.67	PLAYGROUND SUPPLIES
	51561	31100	55	07-201-300	9.95	COACHES WHISTLES
	Check Date 10/4/2007	Check Nbr	014353		Check Total:	60.23
02430 STANLEY SECURITY SOLUTIONS INC	MN-453977	31100	55	07-202-240	90.08	DOOR KEYS
	Check Date 10/4/2007	Check Nbr	014302		Check Total:	90.08
20075 TEL/COM	10065051	31100	51	04-109-221	7.95	IS
	10065051	31100	51	10-115-221	7.95	CITY HALL
	10065051	31100	55	06-101-221	7.95	LIBRARY
	Check Date 10/4/2007	Check Nbr	014354		Check Total:	23.85

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20155 THEDACARE LABORATORIES	22464	31100	12	04-399-000	83.45	HEPATITIS B/BLOOD COLLECTION
	Check Date	10/4/2007	Check Nbr	014355	Check Total:	83.45
20385 TRI-CITY GLASS INC	I01-0907-25181	31100	55	07-202-240	74.19	VANDALISM REPAIR
	Check Date	10/4/2007	Check Nbr	014356	Check Total:	74.19
21045 UNIFIRST CORPORATION	0970019561	31731	54	10-149-201	85.75	MAT/MOP/TOWEL/CLOTHING PROT
	Check Date	10/4/2007	Check Nbr	014357	Check Total:	85.75
21227 US OIL CO INC	L32160	31731	54	10-149-242	12.00	SAMPLE
	Check Date	10/4/2007	Check Nbr	014358	Check Total:	12.00
23152 WE ENERGIES	092107	31100	54	10-143-223	1,864.02	STREET LIGHTS
	Check Date	10/4/2007	Check Nbr	014359	Check Total:	1,864.02
	100107	31733	51	02-116-730	2,003.40	CLAIM AGAINST THE CITY
	Check Date	10/4/2007	Check Nbr	014360	Check Total:	2,003.40
23215 WIL-KIL PEST CONTROL	1185025	31100	53	09-212-205	103.00	EXT INSECT
	Check Date	10/4/2007	Check Nbr	014361	Check Total:	103.00
23275 WINNEBAGO COUNTY TREASURER	SEPTEMBER	31310	57	04-101-610	1,637.36	WINN CO IND DEV PRINCIPAL
	SEPTEMBER	31310	57	04-201-620	512.64	WINN CO IND DEV INTEREST
	Check Date	10/4/2007	Check Nbr	014362	Check Total:	2,150.00
23455 WISCONSIN SUPPORT COLLECTIONS		31100	21	04-299-015	436.31	
		31100	21	04-299-016	138.40	
	Check Date	10/4/2007	Check Nbr	014363	Check Total:	574.71

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23548 WPELRA	092507	31100	52	08-101-337	120.00	SUPERVISOR SEMINAR REG
					Check Total:	120.00
					Check Date	10/4/2007
					Check Nbr	014364
					Grand Total:	235,667.46

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01044 ABBEY PRESS	100807	31262	48	04-597-000	220.32	PAMPHLETS/REFERRAL RESOURCES
	Check Date	10/11/2007	Check Nbr	014365	Check Total:	220.32
01075 ACCURATE SUSPENSION WAREHOUSE	7016306	31731	54	10-149-300	66.56	BAND SAW BLADE
	7016072	31731	54	10-149-300	69.12	BRAKLEEN
	Check Date	10/11/2007	Check Nbr	014366	Check Total:	135.68
01550 AMERICA'S BEST VALUE INN	100407	31262	52	08-101-333	540.00	VCR GRANT TRAINING SESSION
	Check Date	10/11/2007	Check Nbr	014367	Check Total:	540.00
01675 AMT		31100	21	04-299-022	150.00	
	Check Date	10/11/2007	Check Nbr	014368	Check Total:	150.00
07182 APWA-WISCONSIN CHAPTER	100807	31100	54	10-111-332	280.00	FALL CONFERENCE REGISTRATION
	Check Date	10/11/2007	Check Nbr	014385	Check Total:	280.00
02040 BADGER HIGHWAYS CO INC	137775	31100	54	10-121-300	38,909.20	PAVING PROJECT
	137831	31100	54	10-134-300	6.38	RIP RAP MEADOWVIEW DRIVE
	2007-01(1)	31100	21	04-205-000	-698.86	KAUKAUNA/HIGH REHAB
	2007-01(1)	31100	54	10-121-822	13,977.30	KAUKAUNA/HIGH REHAB
	Check Date	10/11/2007	Check Nbr	014370	Check Total:	52,194.02
02050 BADGER LAB & ENGINEERING INC	INV000031327	31201	54	10-301-212	252.00	MENASHA UTILITIES WASTEWATERS
	Check Date	10/11/2007	Check Nbr	014371	Check Total:	252.00
02410 BERGSTROM	CVCS724745	31100	52	08-101-295	5,975.64	ENGINE REPAIRS
	FOCS105725	31100	52	08-101-295	601.97	VEHICLE REPAIR
	97961	31731	54	10-149-383	92.76	VEHICLE REPAIR
	Check Date	10/11/2007	Check Nbr	014372	Check Total:	6,670.37

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02472 CHANNING BETE	092707	31262	48	04-597-000	336.83	PAMPHLETS/VCR
	Check Date	10/11/2007	Check Nbr	014373	Check Total:	336.83
02500 BARB BIGALKE	100307	31262	52	08-101-310	10.48	BATTERIES FOR PAGERS
	Check Date	10/11/2007	Check Nbr	014374	Check Total:	10.48
02780 BRUCE MUNICIPAL EQUIPMENT INC	5072867	31731	54	10-149-383	98.77	BELT
	Check Date	10/11/2007	Check Nbr	014375	Check Total:	98.77
03225 CB SUPPLY COMPANY INC	0133769-IN	31731	54	10-149-383	122.27	BEARINGS/CUP
	Check Date	10/11/2007	Check Nbr	014376	Check Total:	122.27
03490 CLEAR WATER CAR WASH	1918	31100	52	08-101-295	45.75	VEHICLE WASHES/SEPTEMBER
	Check Date	10/11/2007	Check Nbr	014377	Check Total:	45.75
04135 DAVIS & KUELTHAU SC	284579	31100	51	02-103-211	188.00	WISCO ENTERPRISES
	Check Date	10/11/2007	Check Nbr	014378	Check Total:	188.00
04139 VALERIE DAVIS	100107	31100	53	09-102-331	18.92	MILEAGE
	100107	31100	53	09-104-331	1.16	MILEAGE
	Check Date	10/11/2007	Check Nbr	014379	Check Total:	20.08
04275 DIGICORPORATION	325454	31731	54	10-149-310	129.50	WORK ORDER FORMS
	Check Date	10/11/2007	Check Nbr	014380	Check Total:	129.50
04450 DWD-UI	94413	31100	51	04-107-162	424.71	ASSESSOR
	Check Date	10/11/2007	Check Nbr	014381	Check Total:	424.71

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06115 FERRELLGAS	1017561185	31266	54	10-307-216	44.61	LIQUEFIED PETROLUEM GAS
	Check Date	10/11/2007	Check Nbr	014382	Check Total:	44.61
06685 MARY FRITZ	080107	31100	53	09-102-331	12.13	MILEAGE
	Check Date	10/11/2007	Check Nbr	014383	Check Total:	12.13
07080 GANNETT WISCONSIN NEWSPAPERS	0002985371	31100	51	02-104-292	54.40	LEGALS
	0002985371	31100	51	04-101-292	5,004.71	LEGALS
	Check Date	10/11/2007	Check Nbr	014384	Check Total:	5,059.11
07580 GUNDERSON UNIFORM & LINEN RENT	1219973	31100	51	10-115-201	14.29	MAT/MOP SERVICE
	1219973	31100	53	09-212-313	3.19	MAT/MOP SERVICE
	1219973	31100	55	07-202-313	3.19	MAT/MOP SERVICE
	Check Date	10/11/2007	Check Nbr	014386	Check Total:	20.67
09082 IMPERIAL SUPPLIES LLC	E39866	31731	54	10-149-383	64.20	WINTER BLADES
	Check Date	10/11/2007	Check Nbr	014387	Check Total:	64.20
09105 INDEPENDENT INSPECTIONS LTD	300495	31100	52	03-301-216	12,739.76	PERMITS FOR SEPTEMBER 2007
	Check Date	10/11/2007	Check Nbr	014388	Check Total:	12,739.76
09290 INTERSTATE BATTERY OF GREEN BA	160915	31731	54	10-149-383	80.95	BATTERY
	Check Date	10/11/2007	Check Nbr	014389	Check Total:	80.95
10165 MARY JANSSEN	092807	31100	52	08-101-331	77.88	MILEAGE/TIME SCHOOL
	092807	31100	52	08-101-338	9.00	MEALS/TIME SCHOOL
	Check Date	10/11/2007	Check Nbr	014390	Check Total:	86.88
10320 JEFF JORGENSON	092707	31100	52	08-101-338	220.32	WCPA CONVENTION/CONFERENCE
	Check Date	10/11/2007	Check Nbr	014391	Check Total:	220.32

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10335 JX ENTERPRISES INC	D272530122	31731	54	10-149-383	6.04	BEARING/THROTTLE ROD
	D272610116	31731	54	10-149-383	30.15	LUBRIQUIP KIT
Check Date	10/11/2007	Check Nbr	014392	Check Total:	36.19	
11030 KAEMPFER & ASSOCIATES INC	13373	31201	54	10-301-212	2,224.22	IND DISC REG PROGRAM
	13374	31201	54	10-301-212	1,613.44	IND DISC REG PROG/SEWER MONITR
	13375	31201	54	10-301-212	358.67	WW COLLECTION SYS REHAB IMPROV
	13377	31201	19	04-540-000	671.94	WW COLLECTION SYS REHAB IMPROV
	13378	31201	54	10-301-212	398.02	WW CONSULTING SERVICES
Check Date	10/11/2007	Check Nbr	014393	Check Total:	5,266.29	
11075 GREG KEIL	101007	31201	54	10-301-212	126.71	REIMBURSE SUMP PUMP/PIT
Check Date	10/11/2007	Check Nbr	014394	Check Total:	126.71	
11365 KUNDINGER FLUID POWER INC	P-54650-0	31731	54	10-149-383	46.52	FLEXIBLE HOSE
Check Date	10/11/2007	Check Nbr	014395	Check Total:	46.52	
12035 CHERYL LAABS	073106	31100	53	09-102-331	14.69	MILEAGE
	073106	31100	53	09-114-331	8.01	MILEAGE
	073106	31100	53	09-118-331	4.45	MILEAGE
	093007	31100	53	09-102-331	35.89	MILEAGE
Check Date	10/11/2007	Check Nbr	014396	Check Total:	63.04	
12092 LAKE PARK VILLAS HOMEOWNERS	083107	31482	54	10-143-223	31.78	UTILITIES
	083107	31482	55	07-202-216	2,507.11	MAINTENANCE FEES
	083107	31482	55	07-202-223	1,288.50	UTILITIES
	083107	31482	56	03-501-211	1,083.00	KRAUS & METZ
	083107	31482	56	03-501-216	150.00	HOMEOWNER FEES
Check Date	10/11/2007	Check Nbr	014397	Check Total:	5,060.39	

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12225 JOSEPH LAUX		31100	51	01-102-331	102.82	MILEAGE
		31100	51	01-102-333	46.00	MEALS
	Check Date	10/11/2007	Check Nbr	014398	Check Total:	148.82
12375 LEVENHAGEN CORPORATION	60386	31207	55	07-205-381	3,665.34	LEAD FREE GAS/MARINA
	60383	31207	55	07-205-381	2,589.08	LEAD FREE GAS/MARINA
	60536	31207	55	07-205-311	3,259.89	LEAD FREE GAS/MARINA
	029977A-IN	31731	54	10-149-300	115.20	MOLY ULTRA RED
	Check Date	10/11/2007	Check Nbr	014399	Check Total:	9,629.51
12450 LINCOLN CONTRACTORS SUPPLY INC	10391240	31731	54	10-149-383	326.18	PLATE
	Check Date	10/11/2007	Check Nbr	014400	Check Total:	326.18
13043 MANAWA TELEPHONE CO	100107	31100	51	04-109-221	39.95	CABIN DSL
	Check Date	10/11/2007	Check Nbr	014401	Check Total:	39.95
13045 MANDERFIELD BAKERY	267288	31827	53	09-212-300	9.00	AUGUST PARTY
	Check Date	10/11/2007	Check Nbr	014402	Check Total:	9.00
13097 MARSHALL & ILSLEY TRUST-MILW	5108028	31100	51	02-105-216	260.00	MONTHLY FEE
	Check Date	10/11/2007	Check Nbr	014403	Check Total:	260.00
13149 MATTHEWS COMMERCIAL TIRE CTR	022401	31731	54	10-149-382	62.94	FLAT REPAIR
	Check Date	10/11/2007	Check Nbr	014404	Check Total:	62.94
13345 MENARDS-APPLETON EAST	99307	31100	55	07-202-240	59.04	ANTIFREEZE FOR WINTERIZATION
	Check Date	10/11/2007	Check Nbr	014405	Check Total:	59.04

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
13360 MENASHA ELECTRIC & WATER UTILI	092507	31100	12	04-399-000	7.39	RACINE/NINTH
	092507	31100	54	10-131-223	170.38	TRAFFIC LIGHTS
	092507	31201	54	10-301-223	62.85	LIFT STATIONS
	092507	31100	55	07-202-223	590.78	PARKS
	092507	31100	55	07-202-223	11.04	RACINE/HWY 441
	092507	31100	55	07-202-225	202.22	PARKS
Check Date	10/11/2007	Check Nbr	014406		Check Total:	1,044.66
13370 MENASHA EMPLOYEES CREDIT UNION		31100	21	04-299-020	2,007.00	
		31100	21	04-299-020	19,593.00	
Check Date	10/11/2007	Check Nbr	014407		Check Total:	21,600.00
13375 MENASHA EMPLOYEES LOCAL 1035		31100	21	04-299-031	248.00	
	Check Date	10/11/2007	Check Nbr	014408	Check Total:	248.00
13377 MENASHA EMPLOYEES LOCAL 1035B		31100	21	04-299-032	249.16	
	Check Date	10/11/2007	Check Nbr	014409	Check Total:	249.16
13435 MENASHA POSTMASTER	100407	31266	54	10-307-311	1,452.89	BULK MAILING/HORIZON NEWSLETTR
	Check Date	10/11/2007	Check Nbr	014410	Check Total:	1,452.89
	100307	31100	53	09-212-311	50.00	POSTAGE NOVEMBER NEWSLETTER
Check Date	10/11/2007	Check Nbr	014411		Check Total:	50.00
13685 MINNESOTA MUTUAL LIFE INSURANC	NOVEMBER2007	31100	21	04-618-000	2,450.61	BASIC/EMPLR LIFE INSURANCE
	Check Date	10/11/2007	Check Nbr	014412	Check Total:	2,450.61
13750 MORTON PHARMACY	093007	31100	55	07-203-300	0.34	FINANCE CHARGE/LATE PAYMENT
	03121124	31100	55	07-201-300	22.88	FIRST AID SUPPLIES
	Check Date	10/11/2007	Check Nbr	014413	Check Total:	23.22

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13807 TRACY MROCHEK	091207	31100	53	09-102-331	48.16	MILEAGE
	Check Date	10/11/2007	Check Nbr	014414	Check Total:	48.16
14010 N&M AUTO SUPPLY	189116	31731	54	10-149-383	8.25	SPARK PLUG
	189122	31731	54	10-149-383	11.68	BELT
	Check Date	10/11/2007	Check Nbr	014415	Check Total:	19.93
14205 CITY OF NEENAH TREASURER	30692	31100	52	05-201-803	2,397.90	BALANCE DUE FROM CAPITAL
	Check Date	10/11/2007	Check Nbr	014416	Check Total:	2,397.90
14215 NEENAH-MENASHA MUNICIPAL COURT	100807	31100	21	04-229-000	182.00	BOND
	100807	31100	21	04-229-000	308.00	BOND
	100807	31100	21	04-229-000	182.00	BOND
	100807	31100	21	04-229-000	119.00	BOND
	100807	31100	21	04-229-000	119.00	BOND
	100807	31100	21	04-229-000	119.00	BOND
	100807	31100	21	04-229-000	245.00	BOND
	100807	31100	21	04-229-000	119.00	BOND
	Check Date	10/11/2007	Check Nbr	014417	Check Total:	1,393.00
14415 NORTHEAST ASPHALT INC	855886	31100	54	10-122-300	1,436.55	COMMERCIAL GRADE
	Check Date	10/11/2007	Check Nbr	014418	Check Total:	1,436.55

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15080 OFFICEMAX CONTRACT INC	574529	31100	53	09-212-310	-12.79	PLANNER REFUND
	889098	31100	54	10-111-300	49.06	ENVELOPES
	889098	31100	54	10-111-310	14.99	LANTERN BATTERIES
	741083	31100	54	10-111-310	43.19	OFFICE SUPPLIES/ENG
	741083	31100	55	07-201-310	23.27	OFFICE SUPPLIES/P & R
	741083	31100	56	03-202-310	56.46	OFFICE SUPPLIES/COM DEV
	629040	31100	51	10-115-310	16.86	OFFICE SUPPLIES/2ND FL PAPER
	629040	31100	54	10-111-310	88.00	OFFICE SUPPLIES/ENG
	629040	31100	55	07-201-310	22.61	OFFICE SUPPLIES/PARK
	629040	31100	56	03-202-310	22.61	OFFICE SUPPLIES/COM DEV
Check Date	10/11/2007	Check Nbr	014419	Check Total:	324.26	
15130 NICHOLAS OLESZAK	092107	31100	52	08-101-338	92.21	MEALS/TRAINING
	Check Date	10/11/2007	Check Nbr	014420	Check Total:	92.21
15280 OUTAGAMIE COUNTY CLERK OF COUR	100807	31100	21	04-229-000	109.00	BOND
	Check Date	10/11/2007	Check Nbr	014421	Check Total:	109.00
16465 POSTAL ANNEX	118816	31100	52	08-101-311	17.72	POLICE
	118862	31100	53	09-103-311	23.81	HEALTH
	119502	31100	52	08-101-311	5.54	POLICE
	119612	31100	52	08-101-311	47.76	POLICE DEPT
	119813	31278	53	09-116-216	5.59	COMM DEV
	Check Date	10/11/2007	Check Nbr	014422	Check Total:	100.42
18120 RC EXCAVATING INC	856	31485	56	03-202-822	5,521.20	CRUSHED CONCRETE/NATURES WAY
	Check Date	10/11/2007	Check Nbr	014423	Check Total:	5,521.20
18190 REGISTRATION FEE TRUST TVRP	101007	31100	45	04-403-000	500.00	PARKING TICKET PROCESS FEE
	Check Date	10/11/2007	Check Nbr	014424	Check Total:	500.00

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18200 REINDERS INC	841186-00	31100	54	10-134-300	68.80	STRAW DITCH/MANITOWOC/MEADOWVW
	Check Date	10/11/2007	Check Nbr	014425	Check Total:	68.80
18430 ROLAND MACHINERY EXCHANGE	21035590	31731	54	10-149-383	200.26	COMPRESSION SR
	21035589	31731	54	10-149-383	-317.00	SOLENOID COIL
	Check Date	10/11/2007	Check Nbr	014426	Check Total:	-116.74
19035 SAFETY KLEEN SYSTEMS INC	M004396433	31266	54	10-307-216	200.00	PICKING UP ABSORBANTS
	Check Date	10/11/2007	Check Nbr	014427	Check Total:	200.00
01925 SANOFI PASTEUR INC	94989576	31100	53	09-102-300	45.88	TUBERSOL TEST ANTIGEN
	Check Date	10/11/2007	Check Nbr	014369	Check Total:	45.88
19130 DIANE SCHABACH	092807	31207	55	07-205-216	10,725.00	HARBORMASTER AGREEMENT
	Check Date	10/11/2007	Check Nbr	014428	Check Total:	10,725.00
19155 PAUL SCHEPPF	100107	31100	52	08-101-338	91.89	MEALS/TRAINING
	Check Date	10/11/2007	Check Nbr	014429	Check Total:	91.89
19325 SERVICE MOTOR COMPANY	IV53343	31731	54	10-149-383	178.40	SHOCK
	Check Date	10/11/2007	Check Nbr	014430	Check Total:	178.40
19327 SERVICEMASTER BUILDING MTNCE	117071	31100	52	08-101-201	1,495.00	CONTRACT JANITORIAL OCT 2007
	117135	31100	52	08-101-201	50.00	CLEAN GARAGE IN OCTOBER
	Check Date	10/11/2007	Check Nbr	014431	Check Total:	1,545.00
20045 BARB TAYLOR	092807	31100	53	09-212-331	50.93	MILEAGE
	Check Date	10/11/2007	Check Nbr	014432	Check Total:	50.93

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
20075 TEL/COM	10064976	31262	52	08-101-221	276.95	PAGERS
	Check Date	10/11/2007	Check Nbr	014433	Check Total:	276.95
21045 UNIFIRST CORPORATION	0970019914	31731	54	10-149-201	69.01	MAT/MOP/CLOTHING PROTECTION
	Check Date	10/11/2007	Check Nbr	014434	Check Total:	69.01
21095 UNITED WAY FOX CITIES		31100	21	04-299-021	99.50	
	Check Date	10/11/2007	Check Nbr	014435	Check Total:	99.50
21205 US CELLULAR	200267787-043	31100	51	01-102-221	45.64	LAUX
	200267787-043	31100	51	02-103-221	40.95	BRANDT
	200267787-043	31100	51	04-106-221	10.08	STOFFEL
	200267787-043	31100	51	04-109-221	58.97	JAMES/LACEY
	200267787-043	31100	51	10-115-221	39.39	ALIX
	200267787-043	31100	52	08-101-221	547.61	POLICE
	200267787-043	31100	53	09-103-221	45.65	DREW
	200267787-043	31100	53	09-119-221	138.15	HEALTH
	200267787-043	31100	54	10-111-221	162.40	ENGINEERING
	200267787-043	31731	54	10-149-221	70.92	JACOBSON/PWF
	200267787-043	31201	54	10-301-221	10.22	CONFINED SPACE
	200267787-043	31100	55	07-201-221	72.21	TUNGATE
	200267787-043	31100	55	07-202-221	195.24	PARK
	200267787-043	31100	55	07-203-221	-7.78	POOL
	200267787-043	31100	56	03-202-221	70.21	COMM DEV
	Check Date	10/11/2007	Check Nbr	014436	Check Total:	1,499.86
21226 US OIL CO INC	609996	31100	13	04-103-000	21,660.08	NO LEAD GAS
	Check Date	10/11/2007	Check Nbr	014437	Check Total:	21,660.08
	100107	31100	52	08-101-295	10.26	NO LEAD GAS
	Check Date	10/11/2007	Check Nbr	014438	Check Total:	10.26

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
21230 US PETROLEUM EQUIPMENT	161367	31207	55	07-205-204	350.00	FUEL LINE TESTING/MARINA
Check Date	10/11/2007	Check Nbr	014439	Check Total:	350.00	
23160 WERNER ELECTRIC SUPPLY CO	S2264273.001	31100	13	04-106-000	113.76	BULBS
Check Date	10/11/2007	Check Nbr	014440	Check Total:	113.76	
23215 WIL-KIL PEST CONTROL	1184925	31731	54	10-149-207	62.00	COMMERCIAL CONTRACT
Check Date	10/11/2007	Check Nbr	014441	Check Total:	62.00	
23217 KEN WILLIAMSON	100307	31827	53	09-212-205	150.00	CHRISTMAS BANQUET ENTERTAIN
Check Date	10/11/2007	Check Nbr	014442	Check Total:	150.00	
23250 WINNEBAGO COUNTY CLERK OF COUR	100807	31100	21	04-229-000	285.00	BOND
	100807	31100	21	04-229-000	135.00	BOND
	100807	31100	21	04-229-000	250.00	BOND
	100807	31100	21	04-229-000	385.00	BOND
	100807	31100	21	04-229-000	385.00	BOND
	100807	31100	21	04-229-000	535.00	BOND
	100807	31100	21	04-229-000	150.00	BOND
Check Date	10/11/2007	Check Nbr	014443	Check Total:	2,125.00	
23275 WINNEBAGO COUNTY TREASURER	SHJ100389	31100	52	08-602-250	308.00	JAIL DIVISION
Check Date	10/11/2007	Check Nbr	014444	Check Total:	308.00	

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Vendor ID / Name	Invoice Nbr	CpnyID	Acct	Subaccount	Amount	Invoice Description
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23455 WISCONSIN SUPPORT COLLECTIONS

31100	21	04-299-015	436.31
31100	21	04-299-016	138.40
31100	21	04-299-015	894.60

Check Date	10/11/2007	Check Nbr	014445	Check Total:	1,469.31
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Grand Total: 181,326.05

CHANGE ORDER

DATE: September 6, 2007

CHANGE ORDER NO: 1

CONTRACTOR: Argo Contracting, Inc.

CONTRACT NO.: M002-940266.06

PROJECT: Water Treatment Plant Modifications

You are directed to make the changes noted below in the subject contract unit number.

- | | |
|--|---------------------|
| 1.1 Modify Control Panel to delete Auto Re-Start | ADD \$290.20 |
| 1.2 Delete allowance for electrical service.
Utilities installed electrical service under their own force account. | DEDUCT -\$10,000.00 |
| 1.3 Delete Treatment Plant landscaping from contract. This work to be
picked up dollar for dollar by Treatment Plant contract | DEDUCT -\$8,540.00 |

TOTAL	-\$18,249.80
--------------	---------------------

The Menasha Common Council approved the Argo Contracting, Inc. contract
Change Order authorizes changes

Approved by MU Commission, September 26, 2007

Council Approval

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$ 101,974.00	_____ Days
Adjustments per this Change Order	\$ -18,249.80	_____ Days
Current Contract Status	\$ 83,724.20	_____ Days

Directed/Authorized
City of Menasha Dept. of Public Works

BY: _____

DATE: _____

Accepted

BY: _____

DATE: _____

CHANGE ORDER

DATE: October 5, 2007

CHANGE ORDER NO: One (1)

CONTRACTOR: Quality Concrete & Excavating, Inc.

CONTRACT NO.: 2007-02

PROJECT: Concrete Walk Reconstruction

You are directed to make the changes noted below in the subject contract unit number.

(SEE ATTACHED)

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$ 51,887.70	_____ Days
Adjustments per this Change Order	\$ 1,601.50	_____ Days
Current Contract Status	\$ 53,489.20	_____ Days

Directed/Authorized
City of Menasha Dept. of Public Works

BY: _____

DATE: _____

Accepted

BY: _____

DATE: _____

CITY OF MENASHA									
CONTRACT UNIT NO. 2007-02									
CONCRETE SIDEWALK RECONSTRUCTION									
DATE: October 5, 2007 Payment No. One (1) & Final									
ITEM	QUANTITY	DESCRIPTION	BASE BID			YTD	CHANGES		
			Unit Price	TOTAL	QUANTITY		QUANTITY	CHANGE	
1	8,257	4" Concrete Walk Reconstruction/SF	\$ 4.50	\$ 37,156.50	8913	\$	656	\$2,952.00	
2	1,764	6" Concrete Walk Reconstruction/SF	\$ 4.90	\$ 8,643.60	1755	\$	-9	-\$44.10	
3	553	4" Handicap Ramp Reconstruction/SF	\$ 9.20	\$ 5,087.60	411	\$	-142	-\$1,306.40	
4	1	Construction mobilization/demobilization; erosion control; project coordination; scheduling; work sequencing; traffic control as applicable; and all other restoration as specified and related to the overall project. Per Lump Sum.	\$ 1,000.00	\$ 1,000.00	1	\$	0	\$0.00	
TOTAL CONTRACT BID (ITEMS 1-4)			\$	51,887.70		\$	53,489.20	\$1,601.50	

CHANGE ORDER

DATE: September 17, 2007

CHANGE ORDER NO: 11

CONTRACTOR: CD Smith Construction, Inc

CONTRACT NO.: M002-940266.02

PROJECT: Water Treatment Plant Modifications

You are directed to make the changes noted below in the subject contract unit number.

- | | |
|---|----------------------|
| 11.1 Changes to Underground Utilities in Broad Street due to unforeseen conditions and needed repairs to existing sewer line | ADD \$6,818.00 |
| 11.2 Furnish & install two (2) additional light fixtures in old filter room | ADD \$999.00 |
| 11.3 Add landscaping at Plant site to CD Smith Construction, Inc. contract, dollar for dollar transfer from Argo Contracting contract | ADD \$8,540.00 |
| 11.4 Revise Ultraviolet (UV) Cooling Piping from 4-inch to 1 ½ inch diameter | DEDUCT (-\$1,310.00) |
| 11.5 Additional work in elevator | ADD \$818.00 |
| 11.6 Relocate Turbidimeter in Filter Inlet Gallery to improve operator access | ADD \$1,055.00 |
| 11.7 Revise UW2 Piping to Fliter Floor Hose Stations | ADD \$1,346.00 |
| 11.8 Install new owner furnished finished Water pH Meter & Turbidimeter | ADD \$1,997.00 |

TOTAL

\$20,263.00

The Menasha Common Council approved the CD Smith contract

Change Order authorizes changes

Approved by MU Commission, September 26, 2007

Council Approval

The changes result in the following adjustments:

	CONTRACT - TOTAL	TIME
Prior to this Change Order	\$ 10,334,608.00	_____ Days
Adjustments per this Change Order	\$ 20,263.00	_____ Days
Current Contract Status	\$ 10,354,871.00	_____ Days

Directed/Authorized
City of Menasha Dept. of Public Works

BY: _____

DATE: _____

Accepted

BY: _____

DATE: _____

CERTIFICATE OF PAYMENT

DATE: October 11, 2007

PAYMENT REQUEST: One (1) and Final

CONTRACTOR: Quality Concrete & Excavating, Inc.

ADDRESS: PO Box 959, Manawa, WI 54949

CONTRACT UNIT NUMBER: 2007-02

PROJECT DESCRIPTION: Concrete Sidewalk Reconstruction

ORIGINAL CONTRACT AMOUNT	\$	51,887.70
CHANGE ORDER NO. One	AMOUNT: \$ 1,601.50	
PREVIOUS CHANGE ORDER(S): -		
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$	53,489.20
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$	53,489.20
LESS RETAINAGE (5%)	\$	0
AMOUNT DUE	\$	53,489.20
PREVIOUS PAYMENTS	\$	0
AMOUNT DUE THIS PAYMENT	\$	53,489.20

ESTIMATE PERIOD: FROM: August 22, 2007 to: October 5, 2007

I certify that all bills for labor, equipment, materials, and services are paid for which previous certificates for payment were issued.

DATE: _____ BY: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

RECOMMENDED FOR PAYMENT:

DIRECTOR OF PUBLIC WORKS: _____ DATE: _____

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: _____

FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

CERTIFICATE OF PAYMENT

DATE: October 9, 2007

PAYMENT REQUEST: Two (2)

CONTRACTOR: Badger Highways Company, Inc.

ADDRESS: 936 Appleton Rd., Menasha, WI 54952

CONTRACT UNIT NUMBER: 2007-01

PROJECT DESCRIPTION: Kaukauna Street/High Street, Street Rehabilitation

ORIGINAL CONTRACT AMOUNT	\$ 80,959.80
CHANGE ORDER NO. _____ AMOUNT: \$ _____	
PREVIOUS CHANGE ORDER(S): \$	
TOTAL CONTRACT AMOUNT (INCLUDING CHANGE ORDERS)	\$ 80,959.80
TOTAL EARNED TO DATE (SUMMARY ATTACHED)	\$ 82,382.84
LESS RETAINAGE (5%)	\$ 4,119.14
AMOUNT DUE	\$ 78,263.70
PREVIOUS PAYMENTS	\$ 13,278.44
AMOUNT DUE THIS PAYMENT	\$ 64,985.26

ESTIMATE PERIOD: From September 18, 2007 to October 9, 2007

I certify that all bills for labor, equipment, materials, and services are paid for which previous certificates for payment were issued.

DATE: _____ BY: _____

Lien Waivers from all subcontractors and suppliers shall accompany each Request for Payment. Affidavit of Compliance with Prevailing Wage Rates shall accompany Request for Final Payment.

RECOMMENDED FOR PAYMENT:

DIRECTOR OF PUBLIC WORKS: _____ DATE: _____

APPROVED FOR PAYMENT: COUNCIL APPROVAL DATE: _____

FINANCE DEPARTMENT

<u>ACCOUNT NUMBER</u>	<u>BUDGET</u>	<u>CHARGE TO ACCOUNT</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

CITY OF MENASHA

Contract Unit No. 2007-01

Street Rehabilitation/Construction

Kaukauna Street/High Street, Street Rehabilitation - Pulverize/Resurface Asphalt Pavement

DATE: Oct. 9, 2007

Payment No. Two (2)

Badger Highways, Inc.

ITEM	QUANTITY	DESCRIPTION	BASE BID		YTD	
			Unit Price	TOTAL	QUANTITY	TOTAL
1	6,410	8" Depth Pavement/Base Pulverized/S.Y.	\$ 0.55	\$ 3,525.50	6,410.00	\$ 3,525.50
2	435	Unclassified Excavation/C.Y.	\$ 4.75	\$ 2,066.25	750.00	\$ 3,562.50
3	6,410	Pulverized Street/Base Fine Grading & Compaction/S.Y.	\$ 0.81	\$ 5,192.10	7,356.00	\$ 5,958.36
4	220	Sawcut Asphalt Pavement/L.F.	\$ 2.00	\$ 440.00	233.00	\$ 466.00
5	875	2-1/4" Thick Asphaltic Concrete, Type E-1, Binder Course/Ton	\$ 36.35	\$ 31,806.25	946.03	\$ 34,388.19
6	680	1-3/4" Thick Asphaltic Concrete, Type E-1, Surface Course/Ton	\$ 39.39	\$ 26,785.20	592.48	\$ 23,337.79
7	90	30" Concrete Curb & Gutter, Remove & Replace, Including Restoration/L.F.	\$ 33.00	\$ 2,970.00	90.00	\$ 2,970.00
8	100	4" Concrete Walk, Remove & Replace, Including Restoration/S.F.	\$ 5.00	\$ 500.00	100.00	\$ 500.00
9	13	Utility Adjustments/Ea.	\$ 175.00	\$ 2,275.00	13.00	\$ 2,275.00
10	3	Water Valve Box Adjustment/Each	\$ 120.00	\$ 360.00	3.00	\$ 360.00
11	2.10	Storm Inlet Adjustment/V.F.	\$ 495.00	\$ 1,039.50	2.10	\$ 1,039.50
12	1	Railroad Flagging Operations/Lump Sum	\$ 3,000.00	\$ 3,000.00	1.00	\$ 3,000.00
13	1	Construction mobile/demobile; traffic control; erosion control; project coordination; all incidental work; and all other project work area restoration and clean-up to an equal and/or better preconstruction condition as required and related to the overall project (LUMP SUM)	\$ 1,000.00	\$ 1,000.00	\$ 1.00	\$ 1,000.00
TOTAL CONTRACT BID (ITEMS 1-13)			\$	\$ 80,959.80	\$	\$ 82,382.84



October 11, 2007

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Recommendation to Award Contract Unit No. 2007-03; Lake Park Villas
Stormwater Pond

Members of the Board:

The City opened bids for the Lake Park Villas Stormwater Pond project on Wednesday, October 10, 2007. There was a high level of interest in this project as we received 14 bids from contractors (see attached bid tabulation).

The low bid was submitted by Fox Excavating. A review of their bid proposal uncovered several inconsistencies in the bid, such as, improper wording of the unit bid price, missing figures on the unit bid price line, and a possible failure to extend a unit bid price to the total item price, based on the plan quantity (difficult to identify error due to missing unit price).

The second low bid, submitted by J & E Construction, is in order and represents a competitive bid price for this work, which was estimated at \$175,000. Therefore, I recommend the City award Contract Unit No. 2007-03 to J & E Construction in the amount of \$145,291.30.

Sincerely,

Mark Radtke
Director of Public Works

Attachment

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2007-03
Lake Park Villas Stormwater Pond

ITEM	QUANTITY	BASE BID	DESCRIPTION	Fox Excavating**		J&E Construction		Advance Construction	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1		Lump Sum Stormwater Pond Construction	\$ 112,687.50	112,687.50	\$ 110,475.00	\$ 110,475.00	\$ 125,000.00	\$ 125,000.00
2	1		Outlet Structure/Ea.	\$ 3,933.00	\$ 3,933.00	\$ 5,845.00	\$ 5,845.00	\$ 4,000.00	\$ 4,000.00
3	60		42" Storm Sewer (RCP)/L.F.	\$ 71.54	\$ 4,292.40	\$ 81.54	\$ 4,892.40	\$ 75.00	\$ 4,500.00
4	1		42" Endwall Section/Ea.	\$ 1,961.40	\$ 1,961.40	\$ 2,368.00	\$ 2,368.00	\$ 2,000.00	\$ 2,000.00
5	1		Anti-Seep Collar/Ea.	\$ 1,000.00	\$ 1,000.00	\$ 1,187.00	\$ 1,187.00	\$ 1,180.00	\$ 1,180.00
6	2,100		Silt Fence for 3 Topsoil Piles (Includes Fill Site)/L.F.	\$ 1.00	\$ 2,100.00	\$ 1.30	\$ 2,730.00	\$ 1.00	\$ 2,100.00
7	1		Construct Temporary Berm/Ea.	\$ 960.00	\$ 960.00	\$ 1,800.00	\$ 1,800.00	\$ 1,300.00	\$ 1,300.00
8	2		Construct Temporary Drainage Swale/Ea.	\$ -	\$ 1,600.00	\$ 1,900.00	\$ 3,800.00	\$ 1,000.00	\$ 2,000.00
9	267		Rip Rap with Fabric/S.Y.	\$ 7.00	\$ 1,869.00	\$ 21.70	\$ 5,793.90	\$ 17.00	\$ 4,539.00
10	1		Spillway/Ea.	\$ 2,640.00	\$ 2,640.00	\$ 1,200.00	\$ 1,200.00	\$ 1,800.00	\$ 1,800.00
11	1		Tracking Pad/Ea.	\$ 400.00	\$ 400.00	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
12	1		Construction Mobilization/Demobilization; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/Lump Sum	\$ 1,000.00	\$ 1,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 4,000.00
TOTAL BASE BID (ITEMS 1-12)				\$	134,443.30		\$ 145,291.30		\$ 153,119.00
ALTERNATE BID ITEM									
	10,000.0		Clay Liner/S.Y.	\$ 2.22	\$ 22,200.00	\$ 1.75	\$ 17,500.00	\$ 3.75	\$ 37,500.00
** Recommendation to reject this bid due to Bid Proposal inconsistencies									

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2007-03
Lake Park Villas Stormwater Pond

ITEM	QUANTITY	DESCRIPTION	BASE BID		DMK		Radtko Contractors		Mueller Excavating	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1	Lump Sum Stormwater Pond Construction	\$ 125,063.50	125,063.50	\$ 127,400.00	\$ 127,400.00	\$ 117,720.00	\$ 117,720.00		
2	1	Outlet Structure/Ea.	\$ 3,700.00	\$ 3,700.00	\$ 5,300.00	\$ 5,300.00	\$ 4,500.00	\$ 4,500.00		
3	60	42" Storm Sewer (RCP)/L.F.	\$ 76.00	\$ 4,560.00	\$ 79.00	\$ 4,740.00	\$ 110.00	\$ 6,600.00		
4	1	42" Endwall Section/Ea.	\$ 1,950.00	\$ 1,950.00	\$ 2,300.00	\$ 2,300.00	\$ 2,000.00	\$ 2,000.00		
5	1	Anti-Seep Collar/Ea.	\$ 800.00	\$ 800.00	\$ 950.00	\$ 950.00	\$ 700.00	\$ 700.00		
6	2,100	Silt Fence for 3 Topsoil Piles (Includes Fill Site)/L.F.	\$ 1.00	\$ 2,100.00	\$ 1.05	\$ 2,205.00	\$ 1.25	\$ 2,625.00		
7	1	Construct Temporary Berm/Ea.	\$ 700.00	\$ 700.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00		
8	2	Construct Temporary Drainage Swale/Ea.	\$ 850.00	\$ 1,700.00	\$ 1,250.00	\$ 2,500.00	\$ 500.00	\$ 1,000.00		
9	267	Rip Rap with Fabric/S.Y.	\$ 17.51	\$ 4,675.17	\$ 25.00	\$ 6,675.00	\$ 40.00	\$ 10,680.00		
10	1	Spillway/Ea.	\$ 3,525.00	\$ 3,525.00	\$ 2,000.00	\$ 2,000.00	\$ 5,850.00	\$ 5,850.00		
11	1	Tracking Pad/Ea.	\$ 1,500.00	\$ 1,500.00	\$ 600.00	\$ 600.00	\$ 1,500.00	\$ 1,500.00		
12	1	Construction Mobilization/Demobilization; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/Lump Sum	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00		
TOTAL BASE BID (ITEMS 1-12)				\$ 155,273.67		\$ 156,170.00		\$ 156,175.00		
ALTERNATE BID ITEM										
	10,000.0	Clay Liner/S.Y.	\$ 3.63	\$ 36,300.00	\$ 3.40	\$ 34,000.00	\$ 2.00	\$ 20,000.00		

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2007-03
Lake Park Villas Stormwater Pond

ITEM	QUANTITY	DESCRIPTION	Carl Bowers & Sons		RC Excavating		Integrity Grading & Excav.	
			UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1	Lump Sum Stormwater Pond Construction	\$ 135,000.00	135,000.00	\$ 139,000.00	\$ 139,000.00	\$ 153,910.00	\$ 153,910.00
2	1	Outlet Structure/Ea.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,220.00	\$ 10,220.00
3	60	42" Storm Sewer (RCP)/L.F.	\$ 80.00	\$ 4,800.00	\$ 83.00	\$ 4,980.00	\$ 85.65	\$ 5,139.00
4	1	42" Endwall Section/Ea.	\$ 2,200.00	\$ 2,200.00	\$ 1,200.00	\$ 1,200.00	\$ 2,020.00	\$ 2,020.00
5	1	Anti-Seep Collar/Ea.	\$ 1,000.00	\$ 1,000.00	\$ 750.00	\$ 750.00	\$ 950.00	\$ 950.00
6	2,100	Silt Fence for 3 Topsoil Piles (Includes Fill Site)/L.F.	\$ 1.00	\$ 2,100.00	\$ 0.80	\$ 1,680.00	\$ 1.50	\$ 3,150.00
7	1	Construct Temporary Berm/Ea.	\$ 350.00	\$ 350.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
8	2	Construct Temporary Drainage Swale/Ea.	\$ 800.00	\$ 1,600.00	\$ 700.00	\$ 1,400.00	\$ 1,875.00	\$ 3,750.00
9	267	Rip Rap with Fabric/S.Y.	\$ 27.00	\$ 7,209.00	\$ 15.00	\$ 4,005.00	\$ 16.00	\$ 4,272.00
10	1	Spillway/Ea.	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,650.00	\$ 2,650.00
11	1	Tracking Pad/Ea.	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 500.00	\$ 500.00
12	1	Construction Mobilization/Demobilization; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/Lump Sum	\$ 500.00	\$ 500.00	\$ 4,000.00	\$ 4,000.00	\$ 3,800.00	\$ 3,800.00
TOTAL BASE BID (ITEMS 1-12)				\$ 162,259.00		\$ 164,315.00		\$ 190,861.00
ALTERNATE BID ITEM								
	10,000.0	Clay Liner/S.Y.	\$ 1.80	\$ 18,000.00	\$ 5.50	\$ 55,000.00	\$ 0.50	\$ 5,000.00

Itemized Bid Tabulation											
City of Menasha Contract Unit No. 2007-03											
Lake Park Villas Stormwater Pond											
ITEM	QUANTITY	BASE BID	DESCRIPTION	R&R Wash Materials		Ed Gersek, Inc.		Dorner, Inc.		ITEM TOTAL	ITEM TOTAL
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL		
1	1	Lump Sum Stormwater Pond Construction		\$ 164,865.00	164,865.00	\$ 169,687.00	\$ 169,687.00	\$ 179,000.00	\$ 179,000.00		
2	1	Outlet Structure/Ea.		\$ 3,200.00	\$ 3,200.00	\$ 3,560.00	\$ 3,560.00	\$ 4,500.00	\$ 4,500.00		
3	60	42" Storm Sewer (RCP)/L.F.		\$ 70.00	\$ 4,200.00	\$ 84.00	\$ 5,040.00	\$ 60.00	\$ 3,600.00		
4	1	42" Endwall Section/Ea.		\$ 2,500.00	\$ 2,500.00	\$ 2,450.00	\$ 2,450.00	\$ 2,500.00	\$ 2,500.00		
5	1	Anti-Seep Collar/Ea.		\$ 1,000.00	\$ 1,000.00	\$ 1,370.00	\$ 1,370.00	\$ 975.00	\$ 975.00		
6	2,100	Silt Fence for 3 Topsoil Piles (Includes Fill Site)/L.F.		\$ 1.60	\$ 3,360.00	\$ 1.05	\$ 2,205.00	\$ 1.35	\$ 2,835.00		
7	1	Construct Temporary Berm/Ea.		\$ 1,000.00	\$ 1,000.00	\$ 520.00	\$ 520.00	\$ 1,250.00	\$ 1,250.00		
8	2	Construct Temporary Drainage Swale/Ea.		\$ 1,300.00	\$ 2,600.00	\$ 1,175.00	\$ 2,350.00	\$ 3,250.00	\$ 6,500.00		
9	267	Rip Rap with Fabric/S.Y.		\$ 30.00	\$ 8,010.00	\$ 22.85	\$ 6,100.95	\$ 35.00	\$ 9,345.00		
10	1	Spillway/Ea.		\$ 2,200.00	\$ 2,200.00	\$ 4,145.00	\$ 4,145.00	\$ 2,500.00	\$ 2,500.00		
11	1	Tracking Pad/Ea.		\$ 1,500.00	\$ 1,500.00	\$ 800.00	\$ 800.00	\$ 750.00	\$ 750.00		
12	1	Construction Mobilization/Demobilization; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/Lump Sum		\$ 3,500.00	\$ 3,500.00	\$ 2,085.00	\$ 2,085.00	\$ 10,000.00	\$ 10,000.00		
TOTAL BASE BID (ITEMS 1-12)					\$ 197,935.00		\$ 200,312.95		\$ 223,755.00		
ALTERNATE BID ITEM											
	10,000.0	Clay Liner/S.Y.		\$ 1.85	\$ 18,500.00	\$ 1.20	\$ 12,000.00	\$ 6.50	\$ 65,000.00		

Itemized Bid Tabulation
City of Menasha Contract Unit No. 2007-03
Lake Park Villas Stormwater Pond

ITEM	QUANTITY	BASE BID	DESCRIPTION	Ostrenga Excavating		DeGroot, Inc.	
				UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
1	1	Lump Sum Stormwater Pond Construction		\$ 221,600.00	221,600.00	\$ 236,350.00	\$ 236,350.00
2	1	Outlet Structure/Ea.		\$ 4,310.00	\$ 4,310.00	\$ 3,923.00	\$ 3,923.00
3	60	42" Storm Sewer (RCP)/L.F.		\$ 89.40	\$ 5,364.00	\$ 68.51	\$ 4,110.60
4	1	42" Endwall Section/Ea.		\$ 4,291.00	\$ 4,291.00	\$ 2,420.00	\$ 2,420.00
5	1	Anti-Seep Collar/Ea.		\$ 1,760.00	\$ 1,760.00	\$ 1,313.00	\$ 1,313.00
6	2,100	Silt Fence for 3 Topsoil Piles (Includes Fill Site)/L.F.		\$ 1.10	\$ 2,310.00	\$ 2.00	\$ 4,200.00
7	1	Construct Temporary Berm/Ea.		\$ 1,810.00	\$ 1,810.00	\$ 1,010.00	\$ 1,010.00
8	2	Construct Temporary Drainage Swale/Ea.		\$ 2,910.00	\$ 5,820.00	\$ 2,525.00	\$ 5,050.00
9	267	Rip Rap with Fabric/S.Y.		\$ 37.90	\$ 10,119.30	\$ 21.75	\$ 5,807.25
10	1	Spillway/Ea.		\$ 890.00	\$ 890.00	\$ 2,020.00	\$ 2,020.00
11	1	Tracking Pad/Ea.		\$ 1,680.00	\$ 1,680.00	\$ 858.50	\$ 858.50
12	1	Construction Mobilization/Demobilization; Traffic Control; Erosion Control; Project Coordination; all incidental work; and all other Project Work Area Restoration and Clean-up to an equal and/or better preconstruction condition, as required and related to the overall Project/Lump Sum		\$ 6,110.00	\$ 6,110.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID (ITEMS 1-12)					\$ 266,064.30		\$ 277,062.35
ALTERNATE BID ITEM							
	10,000.0	Clay Liner/S.Y.		\$ 3.15	\$ 31,490.00	\$ 3.50	\$ 35,000.00



City of Menasha • Department of Public Works

October 5, 2007

Board of Public Works
City of Menasha
Menasha, WI 54952

RE: Traffic Study Report – Intersection of Marquette Street and Elizabeth Street

Members of the Board:

The Board of Public Works directed that a Traffic Study be done to determine the need for traffic control signage at the intersection of Marquette Street and Elizabeth Street. The posted speed limit is 25 mph and there is no existing traffic control signage at the intersection. Marquette Street and Elizabeth Street are both typical residential streets at 33' wide (back of curb to back of curb). The traveled surface of Elizabeth Street north of Marquette Street does not line up with the traveled surface to the south of Marquette Street. This is due to an offset in the existing road right of way north and south of Marquette Street. The asphalt pavement and concrete curb and gutter on Marquette and Elizabeth to the north were constructed in 1988. The asphalt pavement and concrete curb and gutter on Elizabeth to the south were constructed in 1987. Concrete sidewalk is located on the north and south side of Marquette Street and there is no sidewalk located on Elizabeth Street. Parking is allowed on all legs of the intersection.

We conducted the traffic count on Wednesday, September 26, 2007 from 7:00 am to 5:00 pm. We observed the traffic from our Engineering vehicle south of Marquette Street on Elizabeth Street. A summary of what we observed is as follows:

Total number of vehicles observed on Marquette Street (westbound) – 45
Total number of vehicles observed on Marquette Street (eastbound) – 54
Total number of vehicles observed on Marquette Street (both ways) – 99
Total number of vehicles observed on Elizabeth Street (northbound) – 46
Total number of vehicles observed on Elizabeth Street (southbound) – 44
Total number of vehicles observed on Elizabeth Street (both ways) – 90

Please find enclosed the accident reports for the area of the intersection for the last twelve years. There have been a total of three accidents. Two were right angle accidents while the latest accident involved a vehicle hitting a tree.

The accident history or vehicular volumes do not meet the warrants for a Stop sign or a Yield sign application, according to the Manual on Uniform Traffic Control Devices (MUTCD). I believe a restricted view does meet a warrant. At this particular intersection I believe the following MUTCD guidance applies.


"STOP signs should be installed in a manner that minimizes the number of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs."

According to the American Association of State Highway and Transportation Officials (AASHTO), each leg of the site triangle for an intersection that has no traffic control and a 25 mph design speed, is 115 feet (see attached drawing). This clear site triangle area will permit the vehicle on either street to stop, if necessary, before reaching the intersection. At this particular intersection there is not the clear site triangle within that 115 foot leg. A design speed of 30 mph will increase that site triangle distance to 140 feet each way of the intersection (see attached drawing).

The majority of the vehicles observed while doing the traffic count and reviewing site triangles, appear to be local to the immediate residential area. Most vehicles approach the intersection with caution at a reduced speed. The number of vehicles is essentially equal between the two streets and that creates confusion as to which is the minor street.

In reviewing the traffic counts, as well as accident records and observations made in the field, I recommend that the City place yield signs on Elizabeth Street where it intersects with Marquette Street because of the lack of clear site triangles.

Sincerely,

A handwritten signature in red ink, appearing to read "Tim J. Montour", is written over a horizontal line.

Tim J. Montour
Engineering Supervisor

Enclosures

C: Street file

DETAILS OF ACCIDENT HISTORY

PERIOD STUDIED: FROM: _____ TO: _____ 0 MONTHS		# VEHICLES		S E V E R I T Y		L I G H T C O N D		R O A D C H A R		S U R F A C E		W E A T H E R		ROUTE NUMBER/STREET NAME: Marquette St. LOCATION at Elizabeth St. MUNICIPALITY: Menasha COUNTY: Winnebago REFERENCE MARKERS / NODES: -				CASE No. FILE: marquette_elizab BY: cr DATE: 9/28/2007			
No.	DATE	TIME	ACCIDENT DESCRIPTION										KEY #								
3	1/2/2003	21:15	1	PDO	4	1	4	2	19	66	FixO	unit 1 heading east when it lost control and struck a tree									
1	8/19/1995	20:01		INJ			1	2			RAN										
2	2/19/2000	14:39		PDO			1	1			RAN										

ACCIDENT SUMMARY SHEET

ROUTE: Marquette St.

LOCATION: at Elizabeth St.

MUNICIPALITY: Menasha

COUNTY: Winnebago

TIME PERIOD COVERED: -

REFERENCE MARKERS / NODES: -

REMARKS: All Accidents

DATE: 9/28/2007

TIME OF DAY	# ACC	%	DIRECTION	# ACC	%	DIRECTION	# ACC	%
6 AM - 10 AM	0	0.0%	North	0	0.0%	Northeast	0	0.0%
10 AM - 4 PM	1	33.3%	South	2	40.0%	Northwest	0	0.0%
4 PM - 7 PM	0	0.0%	East	2	40.0%	Southeast	0	0.0%
7 PM - 12 AM	2	66.7%	West	1	20.0%	Southwest	0	0.0%
12 AM - 6 AM	0	0.0%						
Unspecified	0	0.0%						
Total	3		Total	5		Total	0	

WEATHER	# ACC	%	ACCIDENT TYPE	# ACC	%	ACCIDENT TYPE	# ACC	%
Clear	1	33.3%	Rear End	0	0.0%	Pedestrian	0	0.0%
Cloudy	2	66.7%	Overtake	0	0.0%	Bicycle	0	0.0%
Rain	0	0.0%	Right Angle	2	66.7%	Parked Vehicle	0	0.0%
Snow	0	0.0%	Left Turn	0	0.0%	Backing	0	0.0%
Sleet/Hail/Freezing Rain	0	0.0%	Right Turn	0	0.0%	Run Off The Road	0	0.0%
Fog/Smog/Smoke	0	0.0%	Fixed Object	1	33.3%	Animal	0	0.0%
Unspecified	0	0.0%	Head On	0	0.0%	Other	0	0.0%
			Sideswipe	0	0.0%	Unspecified	0	0.0%
Total	3		Total	3		Total	0	

SURFACE	# ACC	%	ACCIDENT SEVERITY	# ACC	%
Dry	2	66.7%	Fatal	0	0.0%
Wet	0	0.0%	Injury	1	33.3%
Mud/Slush	0	0.0%	Property Damage	2	66.7%
Snow/Ice	1	33.3%	Non-Reportable	0	0.0%
Unspecified	0	0.0%			
Total	3		Total	3	

TIME OF YEAR	# ACC	%	TYPE OF VEHICLE	# ACC	%
Winter (Dec-Feb)	2	66.7%	Passenger Cars	1	100.0%
Spring (Mar-May)	0	0.0%	Commercial Vehicles	0	0.0%
Summer (Jun-Aug)	1	33.3%			
Fall (Sep-Nov)	0	0.0%			
Total	3		Total	1	

DAY OF WEEK	# ACC	%	LIGHT CONDITION	# ACC	%
Sunday	0	0.0%	Daylight	0	0.0%
Monday	0	0.0%	Dawn/Dusk	0	0.0%
Tuesday	0	0.0%	Night	1	33.3%
Wednesday	0	0.0%	Unspecified	2	66.7%
Thursday	1	33.3%			
Friday	0	0.0%			
Saturday	2	66.7%			
Total	3		Total	3	

SUMMARY OF ACCIDENT SEVERITY BY YEAR:

	0
Fatal Accidents	0
Injury Accidents	0
Property Damage Accidents	0
Non-Reportable Accidents	0
Total Accidents	0

COLLISION DIAGRAM

Key Number =

MUNICIPALITY: Menasha

COUNTY: Winnebago

FILE: marquette_elizab

INTERSECTION: Marquette St.

CASE # :

PERIOD: 0 YEARS 0 MONTHS FROM TO

BY: cr DATE: 9/28/2007

Elizabeth St.

Eastbound 

Marquette St.










Marquette St.







Elizabeth St.

SYMBOLS

	MOVING VEHICLE	P	PEDESTRIAN
	TURNING VEHICLE	B	BICYCLIST
	BACKING VEHICLE	A	ANIMAL
	PARKED VEHICLE		FIXED OBJECT
	RECORD NUMBER		Fatal

MANNER OF COLLISION

	REAR END		HEAD ON
	LEFT TURN		RIGHT TURN
	LEFT TURN		RIGHT TURN
	OVERTAKE		RIGHT ANGLE
	OUT OF CONTROL		SIDE SWIPE

MARQUETTE STREET

ELIZABETH STREET

25 MPH - 115 FOOT SITE DISTANCE

30 MPH - 140 FOOT SITE DISTANCE



SCALE: 1" = 50' ±



Vision Insurance Plan of America, Inc.

P.O. BOX 44077 • MILWAUKEE, WI 53214-7077 • 414-475-1875 • 800-883-5747 • FAX 414-475-1599

October 3, 2007

CITY OF MENASHA
Brenda Taubel
140 Main St.
Menasha, WI 54952

Dear Ms. Taubel,

The anniversary of your group's Vision Care program is January 1, 2008. Our pool in which your group #122600 participates continues to remain financially stable; therefore I am pleased to advise you that we are extending your current rates for another 36 months.

	<u>Current Rates</u>	<u>Renewal Rates</u>
Single	\$ 4.70	\$ 4.70
Limited Family	\$ 9.40	\$ 9.40
Family	\$ 12.40	\$ 12.40

The new rates will become effective January 1, 2008. These rates will be guaranteed for 36 months from the effective date, therefore your next renewal date will be January 1, 2011.

Since this is an anniversary, it is an opportunity to conduct an open enrollment of employees. Please contact our office if you need marketing or enrollment materials.

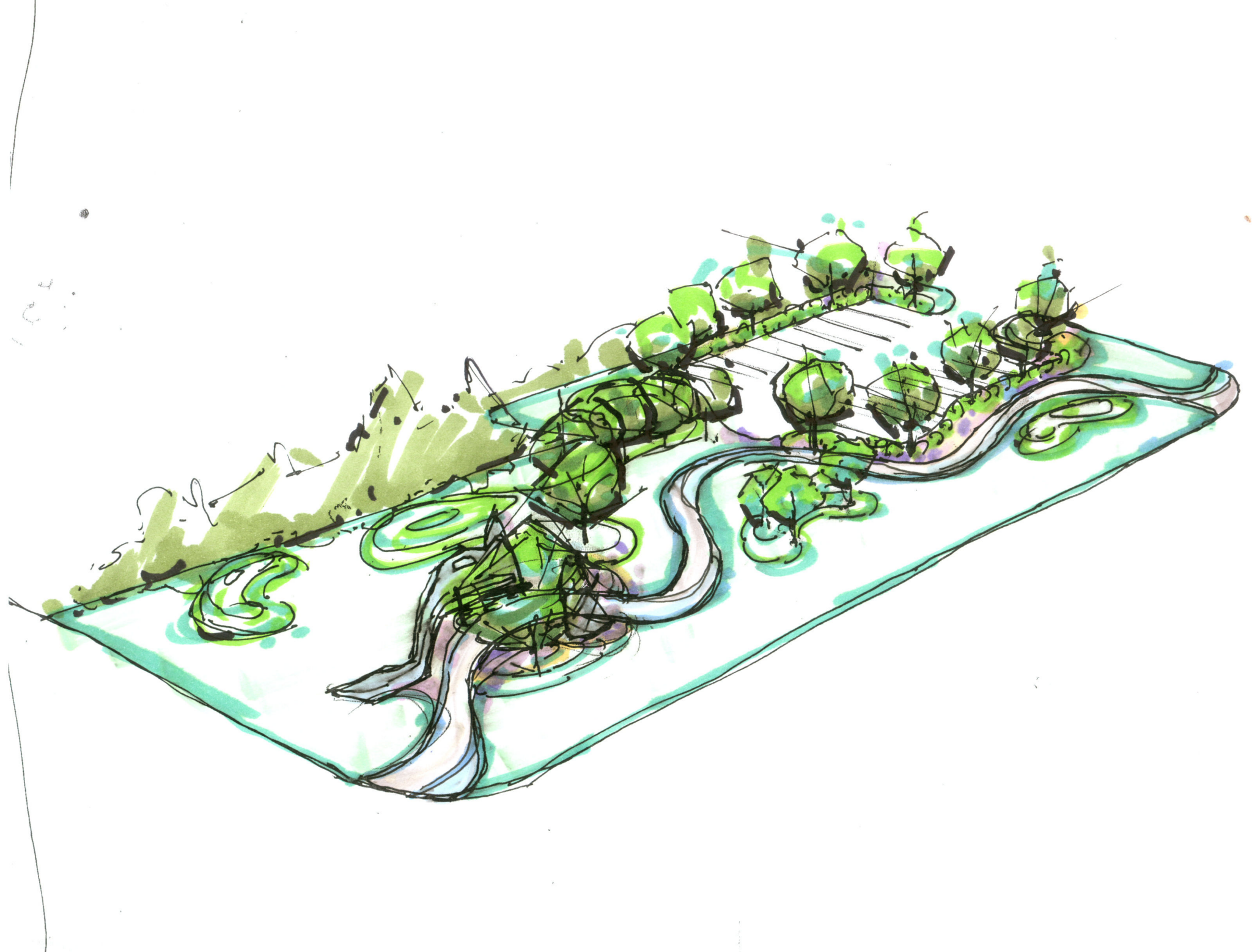
I would like to extend my appreciation to you and Rae Anne Beaudry of Health Care Systems Consultants for selecting VIPA as your Vision Care provider.

Sincerely,

Mark P. Wallner
Vice President – Sales

MPW/jar

Cc: Rae Anne Beaudry/Health Care Systems Consultants



Wolfrath's Nursery & Landscaping L.L.P.

N2988 Highway 15
Hortonville, Wisconsin 54944
(920) 779-6493



Alderman Jan Chase

Thank you for giving Wolfrath's the opportunity to work with you on this tree planting project. I have tried to offer proper varieties and ideas at affordable prices to make the project a success.

When we talked to the homeowners I was under the feeling that the pictured trees would be of their liking and accomplish the goal. I have shown the tree and price picked up at our nursery. We also have talked about delivery and possibility of having Wolfrath's do the planting. These are fairly large trees already at this time and must be dug large enough to offer good survival. Because of the root ball size we could truck about 20 to 25 on a load and the cost to plant would be \$50.00 each. Delivery by Wolfrath's would cost 75.00 per truck load as long as city supplies a loader and help to unload truck at site.

It would be important to water trees in well after planting and perhaps two or three times from June to September next season. I would be glad to offer a one year guarantee on the trees themselves not including labor at this time. Our success rate on the trees proposed when dug the way we intend is very high and with proper weather or some help the first season loss should be very few if any.

Best times for planting such varieties:

Spruce---(April 1-April 30th) (July 20th-December 15th) Digging of trees should be done shortly.

Maple and Poplar---(April 1-May 1) and (October 15th-December)

Jan, My cell # is 716-2988

Thanks,

Bob

Robert H. Wolfrath

Wolfrath's Nursery and Landscaping

Tree Prices Picked Up

7 1/2-11' Blue Spruce #2 grade \$85.00 ea.

6'-8' Black Hill Spruce #1 grade \$85.00 ea.

Tartarian Maple 13/4-21/2" cal. \$95.00 ea.

Tower Poplar 15-20' 2-3" cal. \$82.00 ea.

Planting \$50.00 ea.

Delivery \$75.00 per truck load aprox. 20-25 trees per load

approx amount \$3,485.00

Alderman Chase



6' to 8' Top grade Black Hill spruce
\$85⁰⁰ each

- These trees dry in 34" B+B wire baskets
easy to move around with a tractor loader
or prop. 2 to 3 men.

Planting charges if wanted planted \$50⁰⁰ ea.
Weight is approx. 500# ea.

(A) Walbroth's Nursery + Landscaping



This photo shows Colorado Blue Spruce that are much larger than the Black Hill in other photo.

These trees run $7\frac{1}{2}$ - 11' tall but are not as high quality on one back side. Have been to shady on back side but will fill out in a few years. Front good looking sides could be planted so they look very nice to homes till back fills in.

Might look larger to home-owners first 4 to 5 years.

(B) Can have for same price:
 \$ 85⁰⁰ each
 \$ 50⁰⁰ Planting (Walworth's Nurseries)

8-15' 2" Tree



This photo is of Tatarian
Maple - a very thick, round
tree that reaches approx. 25' tall
Very hardy, rich green summer
color as shown and fall color
can run from gold to red/orange.

This tree has been 100
to the ground making good
screen.

already 1 $\frac{3}{4}$ - 2 $\frac{1}{2}$ " Cal.

8-15' Tree

Wholesale price is \$165⁰⁰
I can sell to you for
\$95⁰⁰ est.



City of Menasha • Department of Community Development

M E M O R A N D U M

To: Common Council

From: Greg Keil, CDD

Date: October 11, 2007

RE: Marketing of Lake Park Villas Commercial Lots

Alderman Hendicks inquired as to whether the vacant commercial lots in Lake Park Villas were listed with a broker. They are not presently listed, although I am preparing a request for proposal for real estate marketing services that will be distributed to commercial brokers in the near future.

The attached brochure, prepared by the Menasha Action Council in cooperation with the Department of Community Development, has been distributed to all commercial brokerage firms in the Fox Cities area. We are currently offering an eight percent commission to brokers on the sale of city-owned lots within the Midway Business Park, Province Terrace and Lake Park Villas.

Key Facts

Total Lots	17
Lot Size	1-6 acres (possibility for a larger site by combining lots)
Price Starting At	\$88,000
Access	Access USH 10/114 at Lake Park Road (CTH LP)
Improvements	Fully improved streets, lighting, storm sewer, curb and gutter
Water and Sanitary Sewer	Waverly Sanitary District
Electricity	Menasha Utilities
Gas	WE Energies

Lake Park Square Occupants

ATHLETICA FITNESS

BUILDING IMAGINATIONS
CHILD CARE

GARDENS OF FOUNTAIN WAY



City of Menasha
140 Main Street
Menasha, WI 54952
920-967-3600

Website: www.cityofmenasha-wi.gov



Brochure Produced by:



Lake Park Square

Your Gateway to Success

Menasha

- Serene setting includes ponds and walking trails
- Ideal Location to US 10, STH 441, 114, KK Commercial Corridor
- Lots Include all Improvements

Lake Park Square

Lake Park Square is a 30 acre commercial campus integrated into the Lake Park Villas development. It is designed to support an array of professional office, business and personal services and retail uses. The many amenities include ponds, gardens and walking trails create an ideal business setting.

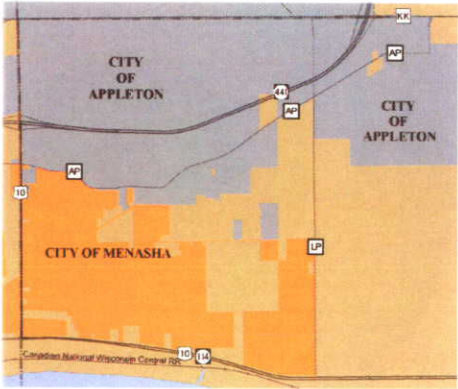
Nine fully improved parcels ranging in size from one to six acres are available. Larger parcels may be created by combining existing lots.

Incredible Location

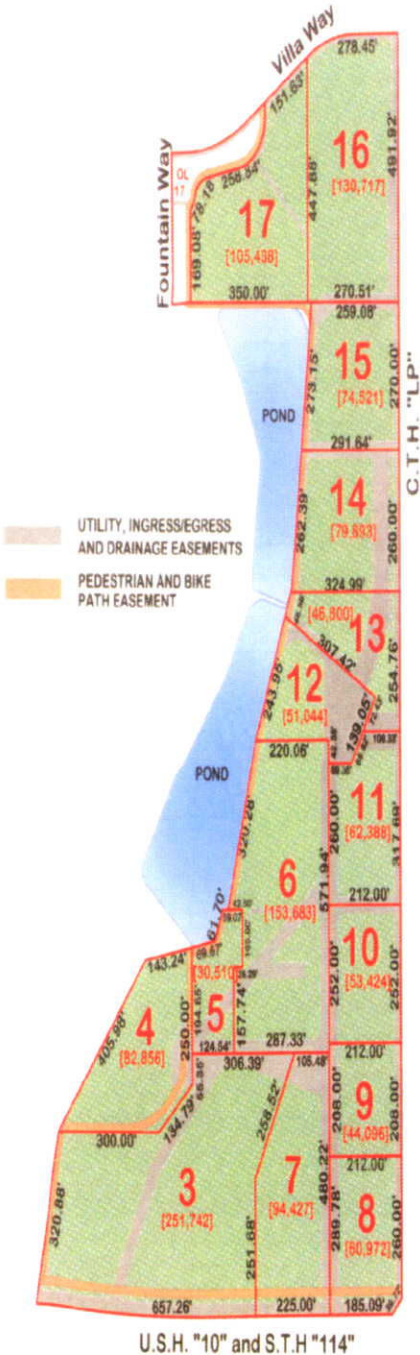
Lake Park Square is located on Menasha's eastern boundary at the intersection of CTH LP (Lake Park Road) and USH 10/WS 114. This location offers:

- a central Fox Valley location with easy access to Appleton, Kimberly, Kaukauna, DePere, Green Bay, Neenah and Oshkosh
- immediate access to USH 10/WS 114
- access to a major commercial hub including grocery stores, restaurants, home centers, department stores, banking and a full complement of business and personal services.

For businesses, Lake Park Square's location means a convenience for customers, employees and suppliers.



Lake Park Square Site Characteristics				
Lot #	Area (Acres)	Status	Price	Occupant
3	5.78	Available	\$503,500	-
4	1.90	Available	\$157,500	-
5	0.70	Sold	-	Lake Park Villas Club House
6	3.53	Sold	-	Athletica Fitness
7	2.17	Available	\$198,500	-
8	1.40	Available	\$140,500	-
9	1.01	Available	\$ 88,000	-
10	1.23	Available	\$107,000	-
11	1.43	Available	\$125,000	-
12	1.17	Sold	-	Building Imaginations Child Care
13	1.07	Available	\$ 89,000	-
14	1.83	Sold	-	Available—Restaurant Facility
15	1.71	Available	\$149,000	-
16	3.00	Sold	-	-
17	2.42	Sold	-	Gardens of Fountain Way



Municipal Support

The Lake Park Square development is owned by the City of Menasha. The city provides a full range of services and facilities to meet the needs of business and residents alike.

Questions regarding city services may be directed to Deborah Galeazzi at 920-967-3603.

Business development assistance is available through the Community Development Department and the Menasha Action Council, a local economic development organization.

Optimal Utilities

Menasha Utilities, a locally owned and operated utility, provides electric service to Lake Park Square. Menasha Utilities has developed services that help business increase energy efficiency, reduce direct electric expenses and control capital costs in order to remain competitive. MU rates are among the lowest in Northeast Wisconsin.

Natural gas service is provided by WE Energies. The Waverly Sanitary District supplies water and sanitary sewer. AT & T is the phone service provider for Lake Park Square.



Memorandum

DATE: October 11, 2007

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works

RE: Video Service to Council Chambers

I contacted the City of Neenah for information regarding its new video system for the City Council Chambers. The system was first used at the most recent Council meeting, held October 10, 2007, so I don't yet have any feedback from that first experience.

Neenah's video system consists of four ceiling mounted cameras that are remotely operated through one device by one person. The cameras have the ability to zoom and pan as necessary, although they are positioned strategically based on the locations of the Mayor, Council members and key department heads, to minimize the amount of camera manipulation.

The initial system cost was approximately \$34,500 including installation. Neenah chose to purchase 3 chip (vs. 1 chip) cameras which added \$16,000 to the system cost, but they felt the 1 chip cameras would soon be outdated which justified the additional cost. With one person operation, they anticipate an annual cost of \$2,700 to operate the system, assuming 1-1/2 hour Council meetings.

Neenah also included a feed from their LCD projector to the camera system and added extra cable for live TV potential if the City ever determined a need for such. In addition, they will be able to record to a DVD/VCR for next day play back and plan to have video files of the meeting proceedings available on their city web site.

C: Mayor Laux



Memorandum

DATE: October 10, 2007

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works

RE: Progress in Stormwater Utility Plan

The City of Menasha received a WisDNR Stormwater Management Grant in 2006 that included a study on the creation of a stormwater utility. Martenson & Eisele is assisting us with this grant by preparing our stormwater management plan which will be used to determine the City needs to comply with upcoming WisDNR stormwater permit regulations.

The stormwater management plan will prescribe actions necessary to meet regulatory standards regarding stormwater quality. For example, we are required to reduce our total suspended solids discharging into watercourses by 20% in 2008 and 40% in 2013. The plan will identify various means of accomplishing those objectives. When we know what actions will most efficiently result in us meeting the standards, funding mechanisms will need to be explored. One of those possible funding sources could be a stormwater utility.

We have done some preliminary work regarding the creation of a stormwater utility. City tax exempt property owners were invited to a meeting in 2006 at which the concept of creating a stormwater utility was explained. One of the outcomes from that meeting was a strong desire from the exempt property owners to allow them enough advance notice to plan for potential stormwater fees resulting from a utility.

For that reason, we have requested, and received from WisDNR, an extension to the deadline for completing our report on the creation of a stormwater utility. The new deadline is December 31, 2008. If the report recommends the creation of a stormwater utility, the Council will necessarily be involved in that process due to the need to adopt ordinance language authorizing such.

C: Mayor Laux

M:\word\Council memo re stormwater utility 10-10-07.doc



Memorandum

DATE: October 10, 2007

TO: Menasha Common Council

FROM: Mark Radtke, Director of Public Works

RE: Update on STH 114 – Third Street Project Schedule

WisDOT recently notified us the bid date for this project has been moved up to January 13, 2009. The expected construction start date is April or May of 2009. This earlier bid date requires final WisDOT project approval by June 1, 2008. All design elements are pretty well completed except for the Community Sensitive Design portion of the project, which has yet to be finalized.

C: Mayor Laux



MEMORANDUM

TO: Common Council, City of Menasha

FROM: Douglas Young, General Manager

DATE: October 10, 2007

SUBJECT: Channel Inlet Pump at Brighton Dr.

As discussed at the last Council Meeting, weeds are being removed from inlet grate at Brighton Drive and are currently being placed in the waste drum for disposal. We have requested McMahon examine and price another means to remove weeds from the pump screen that would be less labor intensive and resolve the waste drum. This is a project addition.

C. Menasha Utilities Commission
McMahon, D. Voote